UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Direct and Counter-Cyclical Automation 2-DCP (Revision 1)	Amendment 3

Approved by: Acting Deputy Administrator, Farm Programs

Candace Thompson

Amendment Transmittal

A Reason for Amendment

Part 2 has been amended to incorporate procedure and screens applicable to DCP-ACRE program contracts.

Note: ACRE links will be accessible on **Wednesday, April 29, 2009**.

Part 4 has been added to provide software procedure for accessing and using web-based ACRE election software.

Notes: CCC-509 Appendix is forthcoming.

ACRE links will be accessible on **Wednesday, April 29, 2009**.

Page Control Chart		
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Part 1 Basic Provisions

1 Handbook Purpose, Related Handbooks, and Sources of Authority

A Handbook Purpose

This handbook provides instructions for:

- using 2008 and future web-based CCC-509's
- issuing 2009 and future DCP payments, including direct and CC payments.

B Related Handbooks

The following FSA handbooks are related to DCP applications and payments.

IF question is about…	THEN see…
appeals	1-APP.
signature requirement, power of attorney, and maintaining the name and address file common provisions	1-CM.
constitution of farms	2-CM.
maintaining farm, tract, and crop data through maintenance	3-CM.
acreage determinations	2-CP.
payment reductions and violations	4-CP.
HEL and WC provisions	6-CP.
equitable relief	7-CP.
administering DCP	1-DCP (Rev. 3).
* * *	* * *
depositing remittances	3-FI.
accounting payment process	6-FI.
claims and withholdings	58-FI.
handling prompt payment interest penalties	61-FI.
reporting data to IRS	62-FI.
assignments and joint payees	63-FI.
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1 Handbook Purpose, Related Handbooks, and Sources of Authority (Continued)

C Sources of Authority

Authority for 2008 through 2012 DCP is mandated by the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246).

2-10 (Reserved)

Part 2 CCC-509 Software

11 Overview

A Basic Information

CCC-509 software is intuitive web-based software with a centralized database. CCC-509's will be updated by:

- County Office employees

•*****--State Office employees that have requested access to DCP-ACRE

Note: All State and County Office employees that have requested access to DCP-ACRE will be able to load a nationwide customer service application,**--*** which means that any user can load CCC-509's for any customer nationwide.

- FSA customers with Internet and eAuthentication level 2 security accesses; see Part 3 for additional information.

Notes: Producers will **not** be able to make modifications to CCC-509's that have been submitted. All CCC-509 modifications **must** be processed by County Office personnel.

Producers with eAuthentication level 2 security access, **and** a representative role established in RLMS, *** * *** have the ability to view and modify CCC-509's on behalf of the producer they are representing.

CCC-509 software will read farm and tract maintenance files.

B Definitions

In this part, <u>user</u> means County Office employees and producers **except** where specifically noted.

<u>Home county</u> means administrative county in the web-based environment.

12-20 (Reserved)

*--21 County Office Access to the DCP-ACRE Web Site

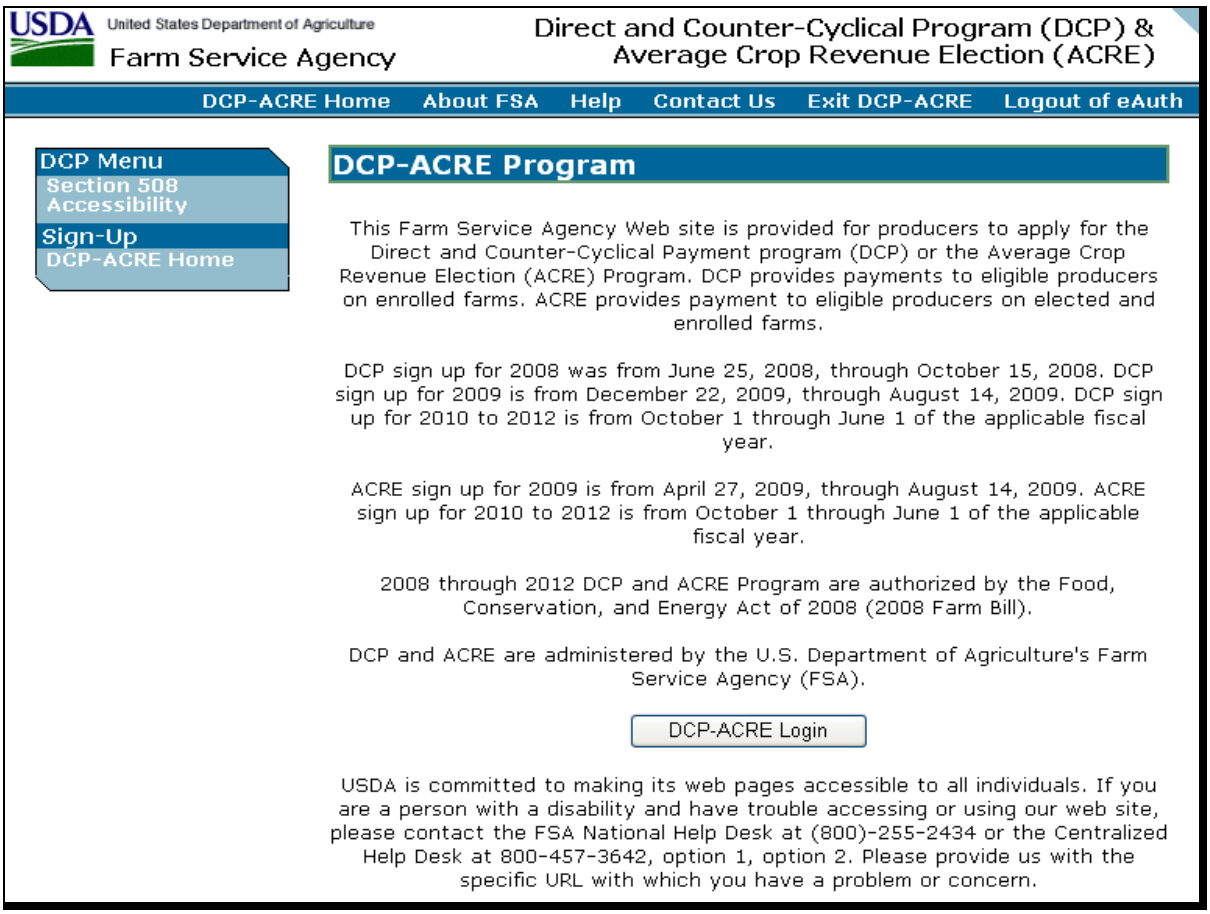
A Accessing the DCP-ACRE Web Site

To access the DCP-ACRE Home Page, go to FSA's Applications Intranet web site at **http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html**. Under Production Adjustment & Disaster Programs, CLICK "**DCP – Direct and Counter-Cyclical Program**".

Note: Internet Explorer shall be used when accessing the DCP-ACRE Home Page.

B DCP Login Screen

After user clicks, "DCP – Direct and Counter-Cyclical Program", user will be prompted with the following Direct and Counter Cyclical (DCP) Program, DCP-ACRE Login Screen. CLICK "**DCP-ACRE Login**" to continue.



--*

*--21 County Office Access to DCP-ACRE Web Site (Continued)

C USDA eAuthentication Warning Screen

When user clicks "DCP-ACRE Login", the USDA eAuthentication Warning Screen will--* be displayed. CLICK "**Continue**" to proceed, or "**Cancel**" to end the process.

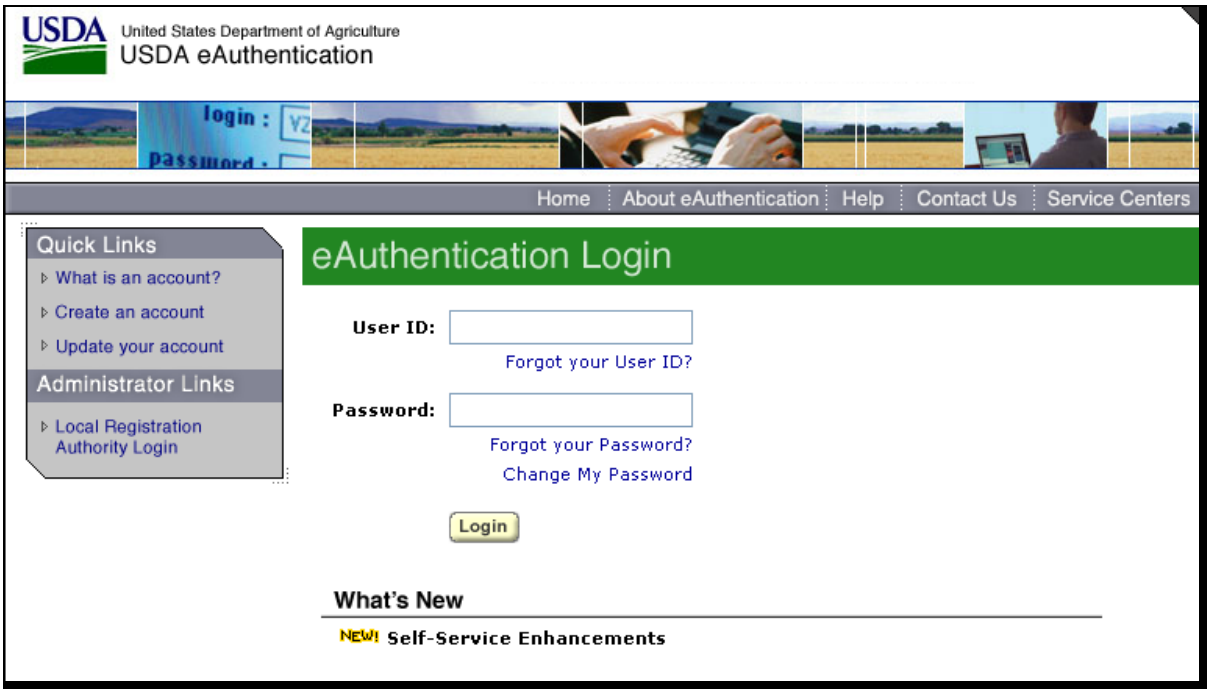
--21 County Office Access to DCP-ACRE Web Site (Continued)--

D USDA eAuthentication Login Screen

On the USDA eAuthentication Login Screen, user **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK "**Login**".

The State-County and Year Selection Screen will be displayed.



22 State, County, and Year Selection

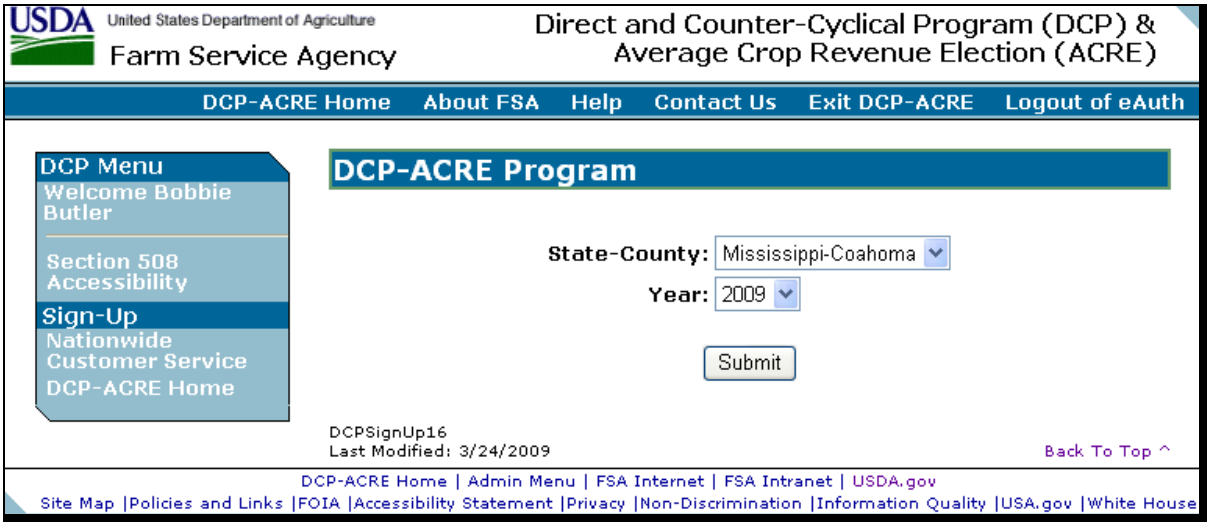
A Overview

When a user is logged in and has been authenticated, user **must** select a State, county, and program year to process CCC-509's in their home county. Under Sign-Up, County Office users can click "**Nationwide Customer Service**". This will provide **all** Service Centers nationwide to take CCC-509's from **any** producer. See paragraph 36 for more information on nationwide customer service access.

B State-County and Year Selection Screen

Following is an example of the State-County and Year Selection Screen.

*--



--*

C Action

User shall use the drop-down menus to select the applicable:

- State/county
- crop year.

CLICK "**Submit**". The Search by Producer or Farm Screen will be displayed.

23 Searching by Producer or Farm

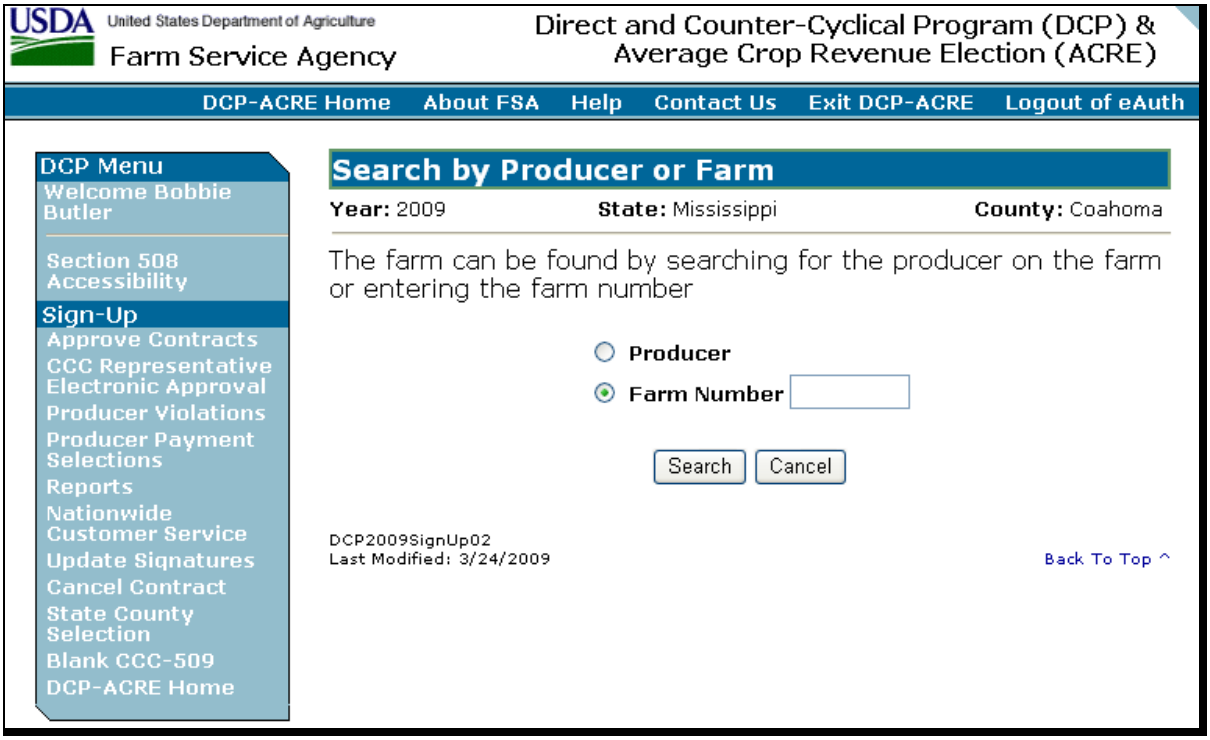
A Overview

When a user has selected the State/county and year, and clicked “Submit”, the Search by Producer or Farm Screen will be displayed. The Search by Producer or Farm Screen allows users to access a farm by producer or by the specific farm number.

B Searching by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen.

*--



--*

23 Searching by Producer or Farm (Continued)

C Action

Users can search by producer or farm number; however, accessing CCC-509's by farm number will **not** update producer information that has changed since CCC-509 was initiated.

If any producer information has changed since CCC-509 was initiated, search by producer as follows:

- CLICK "**Producer**" radio button
- CLICK "**Search**".

The SCIMS Customer Search Screen will be displayed, see paragraph 24.

Note: This option **must** be taken when any producer information has changed after CCC-509 has been initiated. Search for the producer who has changed and CCC-509 will be automatically updated with that producer's information.

To access CCC-509 by a specific farm number:

- CLICK "**Farm Number**" radio button
- enter the applicable farm number
- CLICK "**Search**".

The Select Producer(s) – Contract Details Screen will be displayed, see paragraph 26.

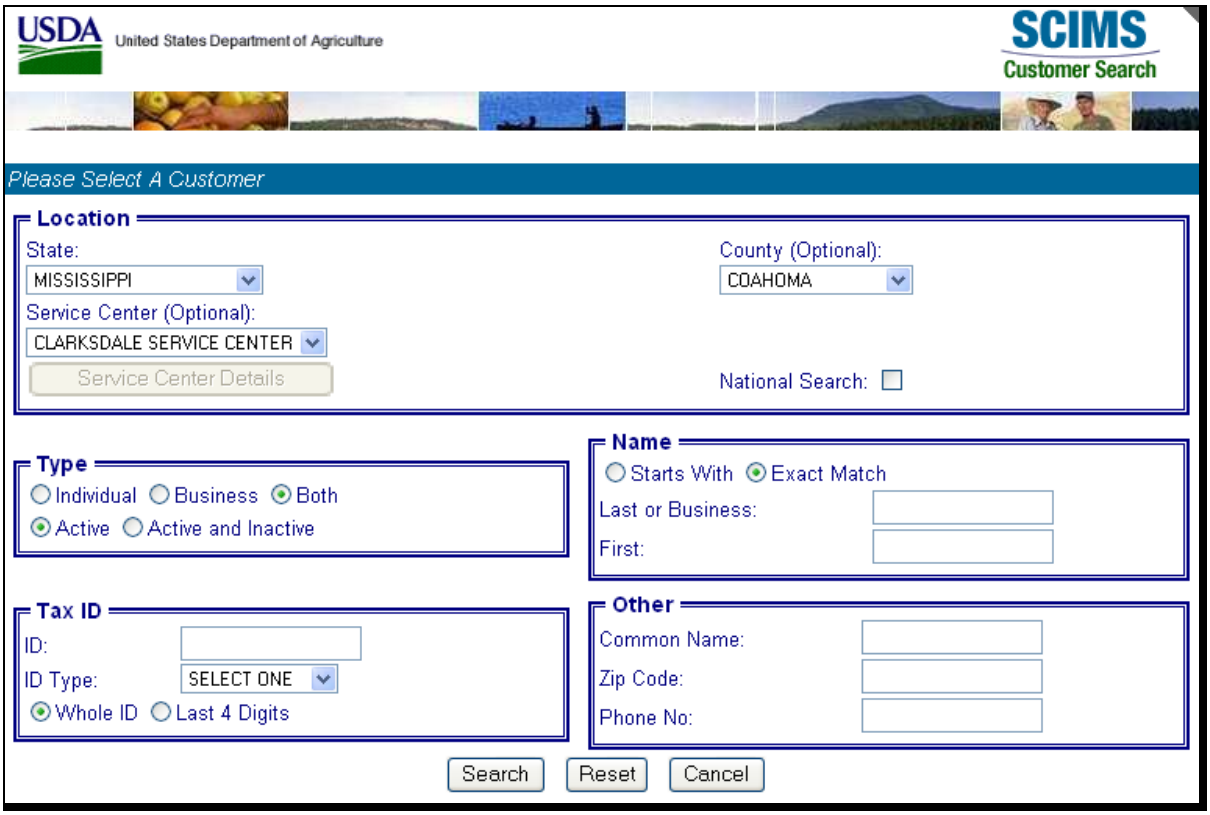
24 SCIMS Customer Searches

A Overview

If the user searched by producer (subparagraph 23 C), the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.



User **must** select the customer based on search results by clicking the applicable producer. Once a producer is selected, the Select Contract – Farm Search – Farm Selection Screen will be displayed, see paragraph 25.

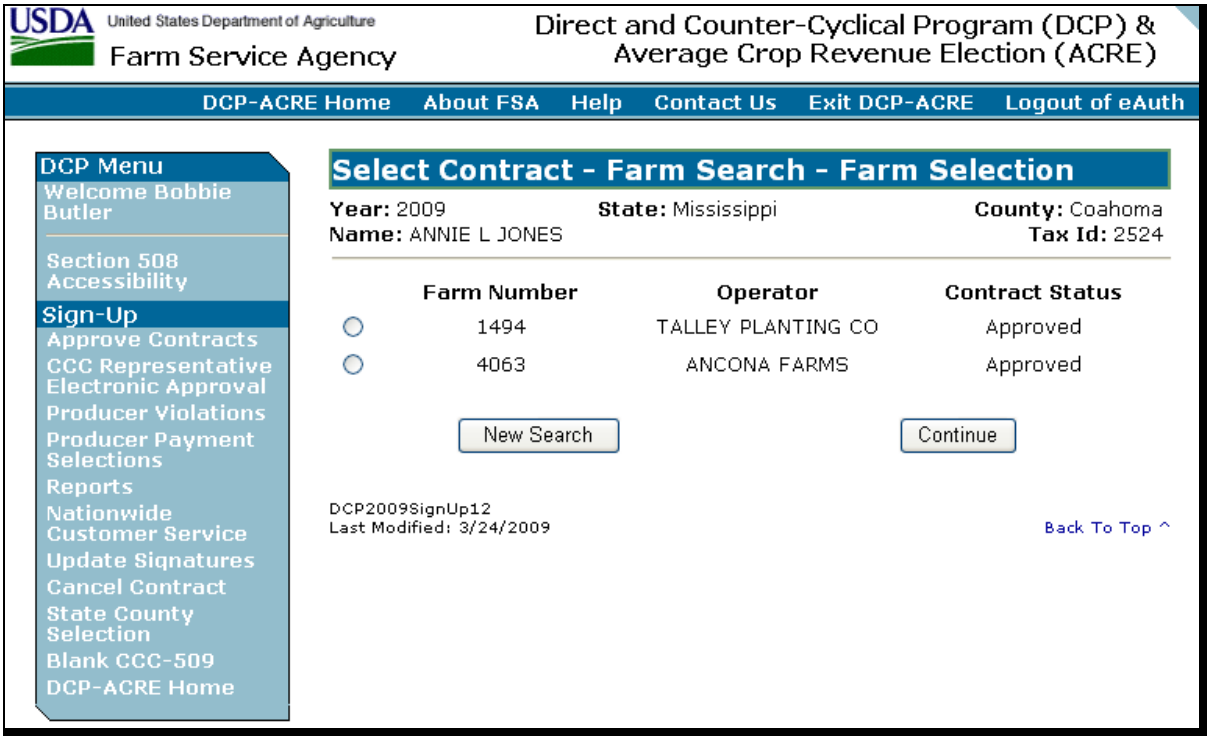
25 Selecting CCC-509's – Farm Search – Farm Selection

A Overview

When a producer has been selected, the Select Contract – Farm Search – Farm Selection Screen will be displayed with the farm numbers, OP name, and CCC-509 status for each farm associated with the selected producer.

B Select Contract – Farm Search – Farm Selection Screen

Following is an example of the Select Contract – Farm Search – Farm Selection Screen.
*--



--*

C Options Available on the Screen

Following is an explanation of the options available on this screen.

Button	Result
New Search	Cancels all information entered into the system. The Search by Producer or Farm Screen will be displayed, see subparagraph 23 C.
Continue	**After** clicking the radio button for the applicable CCC-509, CLICK "**Continue**"; **only** 1 farm can be selected at a time. The Select Producer(s) – Contract Details Screen will be displayed; see paragraph 26.

26 Selecting Producers – CCC-509 Details

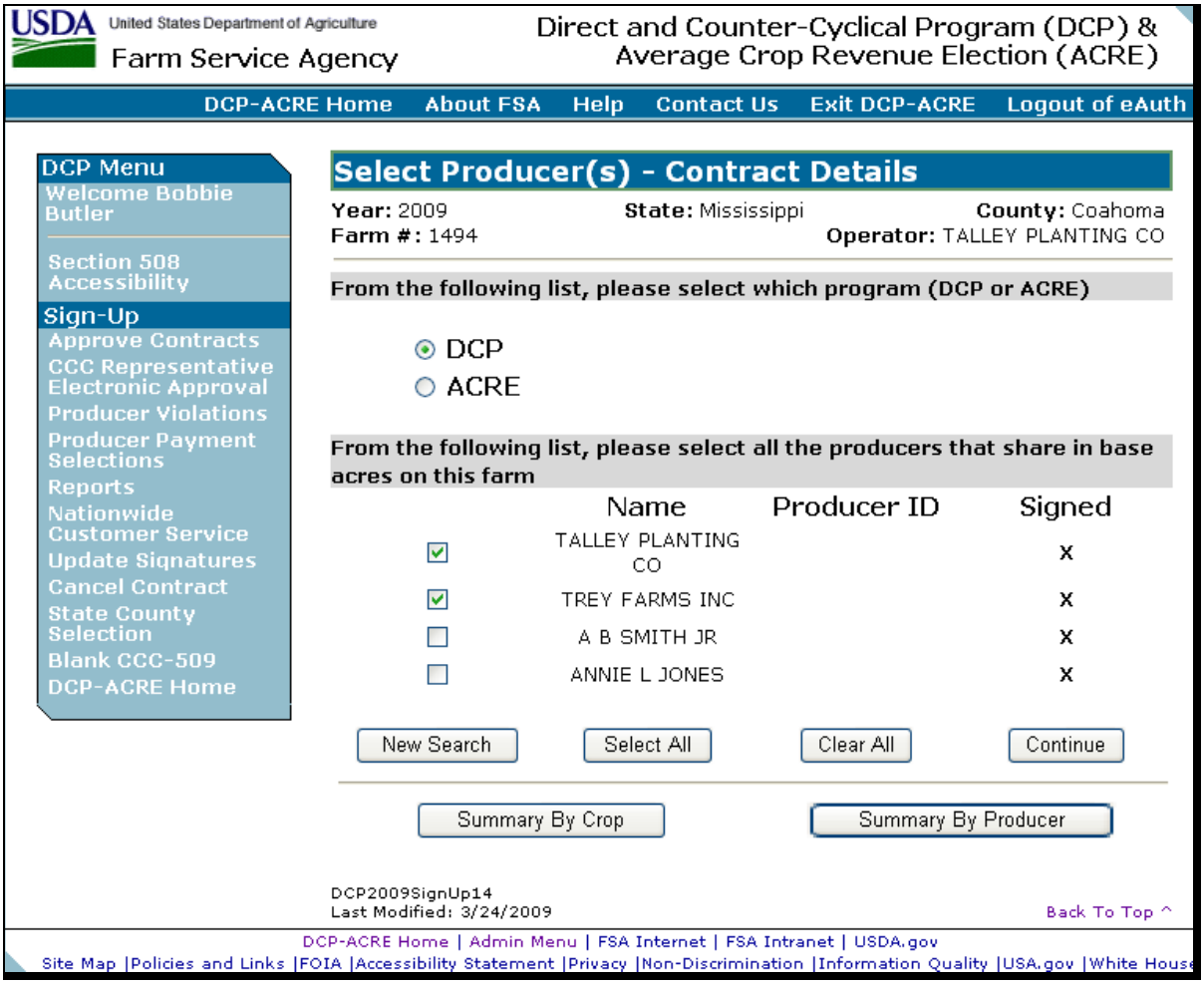
A Overview

The Select Producer(s) – Contract Details Screen provides users the ability to select the producers that share in CCC-509.

B Select Producer(s) – Contract Details Screen

Following is an example of the Select Producer(s) – Contract Details Screen.

*--



--*

26 Selecting Producers – CCC-509 Details (Continued)

C Options Available on the Screen

The following table explains the options available on the Select Producers(s) – Contract Details Screen.

Button	*--Action/Result
Program Selection	Select whether the contract being loaded is a DCP or ACRE contract.
Producer Selection	Select the producers that share in the base acres on the farm.**--***
New Search	Cancels all information entered into the system. The Search by Producer or Farm Screen will be displayed.
Select All	All producers on the farm will be selected to receive shares. A check (✓) will be displayed in front of each producer's name, user **must** CLICK "**Continue**". The Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 27.
Clear All	Producers previously selected to share in CCC-509 will be deselected.
Continue	Users can select either: • individual producers to share in CCC-509; click box in front of the applicable producer's name • all producers, CLICK "**Select All**". CLICK "**Continue**". The Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 27. **Note:** If **no** producers are selected to share in CCC-509, when users CLICK "**Continue**", the Consolidated by Producer Screen will be displayed, see paragraph 28.
Summary by Crop	The Consolidated by Crop Screen will be displayed, see paragraph 29. This is a summary screen that can be used to: • load/modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.
Summary by Producer	The Consolidated by Producer Screen will be displayed, see paragraph 28. This is a summary screen that can be used to: • load/modify producer shares by producer • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.

27 Assigning Producer Shares/Payment Selections

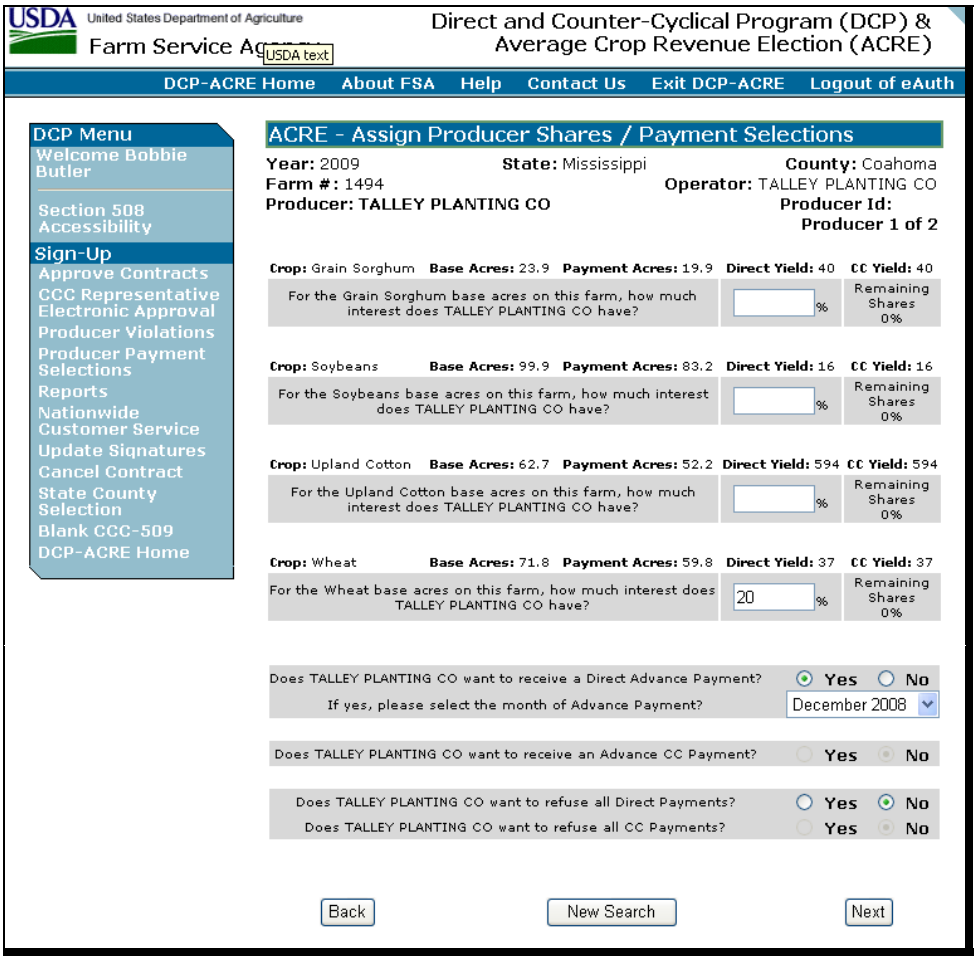
A Overview

The Assign Producer Shares/Payment Selections Screen provides a question/answer method of updating share and payment selection data. This screen will be very helpful to producers completing their own applications, and new County Office employees that are **not** familiar *--with DCP-ACRE. This screen may be skipped by clicking any of the following:--*

- "**Continue**" on Select Producer(s) – Contract Details Screen **without** selecting any producers to share in CCC-509
- "**Summary by Producer**"
- "**Summary by Crop**".

B Assign Producer Shares/Payment Selections Screen

Following is an example of the Assign Producer Shares/Payment Selections Screen.
*--



--*

27 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Assign Producer Shares / Payment Selections Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop. **Note:** A screen will be completed for **each** producer that was selected to share in CCC-509 on the Select Producer(s) – Contract Details Screen.	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	This field shows the number of producers that: • have been selected to share in this CCC-509 • are remaining. **Example:** If 5 producers were selected to share in CCC-509, the field will display 1 of 5, 2 of 5, etc.	
Crop	Each DCP crop associated with the selected farm in farm maintenance will be displayed.	
Base Acres	Base acres associated with each crop.	
Payment Acres	Payment acres associated with each crop; 83.3 percent of the base acres.	
Direct Yield	Direct yield associated with each crop.	
CC Yield	CC yield associated with each crop.	

27 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
For the (crop name) base acres on this farm, how much interest does (producer name) have? (Share)%	Manual entry for producer's share specific to applicable crop.	Enter the producer's share applicable to each crop. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** Producer A and Producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent **before** the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer. This is a tool to keep user informed of how much of the share percentage has been used.	
Does (producer name) want to receive a (%) Direct Advance Payment? If yes, please select the month of Advance Payment.	Manual entry.	CLICK "Yes" or "No", as applicable. **IF…** / **THEN…** "Yes" / select a month and year. "No" / a month and year shall **not** be selected.

27 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Does (producer name) want to receive an Advance CC Payment?	Manual entry. ***--Note:** Not applicable to ACRE.**--***	CLICK "Yes" or "No", as applicable.
Does (producer name) want to refuse all Direct Payments?	Manual entry.	CLICK "Yes" or "No", as applicable.
Does (producer name) want to refuse all CC Payments?	Manual entry. ***--Note:** Not applicable to ACRE.**--***	CLICK "Yes" or "No", as applicable.
Back	Select Producers(s) – Contract Details Screen will be displayed.	
New Search	Search by Producer or Farm Screen will be displayed.	
Next	Either of the following will be displayed: • next producer • Consolidated by Producer Screen.	

28 Consolidations by Producer

A Overview

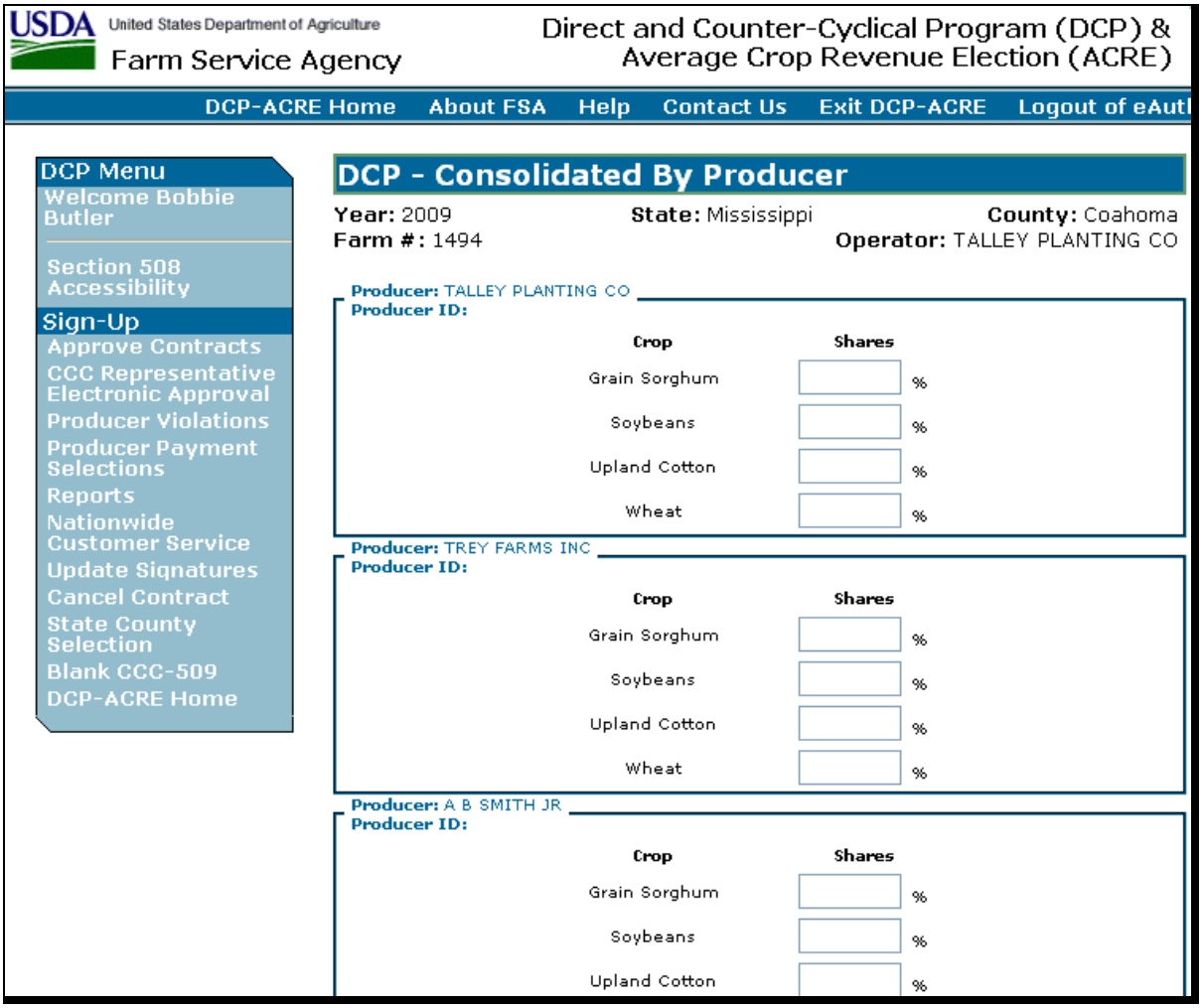
The Consolidated by Producer Screen will be displayed as follows:

- when all producer share and payment selection data has been entered on the Assign Producer Shares / Payment Selections Screen
- user clicks “Continue” on Select Producer(s) – Contract Details Screen **without** any producers being selected to share in CCC-509
- user clicks “Summary by Producer” on Select Producer(s) – Contract Details Screen.

B Consolidated by Producer Screen

Following is an example of the top of the Consolidated by Producer Screen.

*--



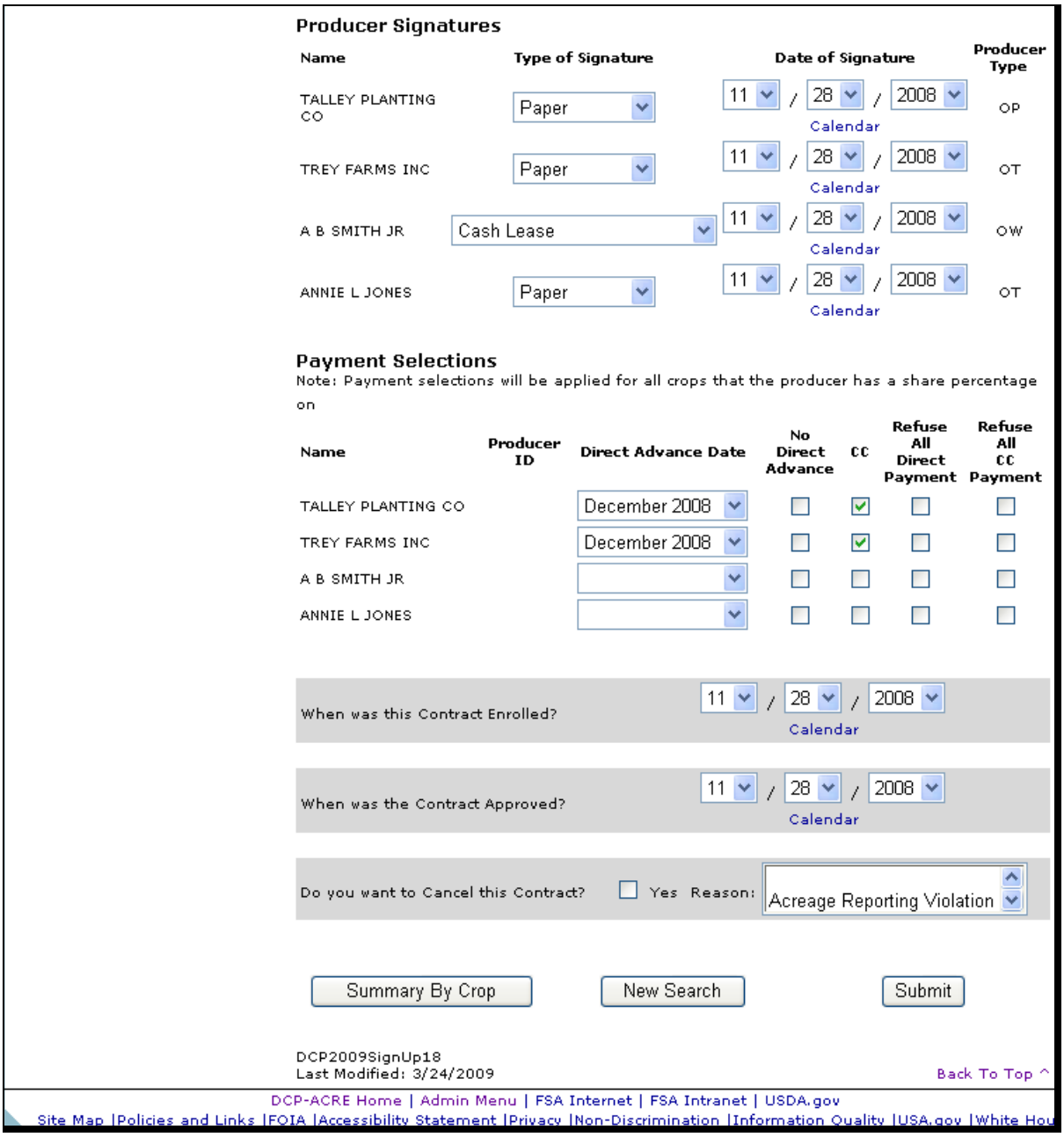
--*

28 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

Following is an example of the bottom of the Consolidated by Producer Screen.

*--



Producer Signatures

Name	Type of Signature	Date of Signature	Producer Type
TALLEY PLANTING CO	Paper	11 / 28 / 2008 Calendar	OP
TREY FARMS INC	Paper	11 / 28 / 2008 Calendar	OT
A B SMITH JR	Cash Lease	11 / 28 / 2008 Calendar	OW
ANNIE L JONES	Paper	11 / 28 / 2008 Calendar	OT

Payment Selections

Note: Payment selections will be applied for all crops that the producer has a share percentage on

Name	Producer ID	Direct Advance Date	No Direct Advance	CC	Refuse All Direct Payment	Refuse All CC Payment
TALLEY PLANTING CO		December 2008	☐	☑	☐	☐
TREY FARMS INC		December 2008	☐	☑	☐	☐
A B SMITH JR			☐	☐	☐	☐
ANNIE L JONES			☐	☐	☐	☐

When was this Contract Enrolled? 11 / 28 / 2008 Calendar

When was the Contract Approved? 11 / 28 / 2008 Calendar

Do you want to Cancel this Contract? ☐ Yes Reason: Acreage Reporting Violation

Summary By Crop | New Search | Submit

DCP2009SignUp18
Last Modified: 3/24/2009

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--*

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Consolidated by Producer Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	
Crop	All DCP crops associated with the selected farm.	
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares as applicable. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** Producer A and producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 percent and 66.67 percent. Shares for all crops **must** equal 100 percent before the farm can be enrolled or approved.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Signatures	If a producer signs electronically, the system will update the producer signature block. All other signature types **must** be updated by the County Office. **Notes:** This is a tool to keep track of signatures received for each CCC-509. Producers are **not** authorized to update producer signature information.	
Type of Signature	Manual selection. The type of signature provided by the producer. The system will update electronic signatures. See subparagraph C for signature types.	If a producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. CCC-509's **cannot** be enrolled or approved until **all** signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-509. **Note:** Signature type shall **only** be updated when the producer actually signs and dates CCC-509.
Date of Signature	Manual entry.	Enter date the producer signed CCC-509. ***--**See 1-DCP (Rev. 2), paragraph 402 for situations involving producers that did **not** sign CCC-509 on or before June 1 of applicable contract period.**--*** See subparagraph D for signature date exceptions.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Producer Type	The producer type; such as, OO, OP, OT, or OW.	
Payment Selections	Producer payment selection summary data will be: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections as applicable. ***--Note:** Advance CC and refuse all CC payment options are not applicable to ACRE.**--***
When was this Contract Enrolled?	Manual entry. Producers are **not** authorized to enter CCC-509 enrollment dates.	Enter date all shares equal 100 percent and **all** required producer signatures were received. ***--**See 1-DCP, (Rev. 2) paragraph 402 for situations involving producers signatures received in the County Office after June 1**--*** of applicable contract period. **Note:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph C for signature type validations.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
When was the Contract Approved?	Manual entry. Approval date can also be entered through the Multiple CCC-509 Approval Process, see paragraph 31. Producers are **not** authorized to enter CCC-509 approval dates.	Enter COC approval date. Approval date: • **cannot** be entered if shares do **not** equal 100 percent for all crops • **cannot** be entered if all required signatures have **not** been received • will automatically be removed if shares are modified after approval date has been entered. **Note:** County Offices shall **not** approve CCC-509's that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation. *** * ***
Do you want to Cancel this contract?	Manual entry. Producers are **not** authorized to: • cancel CCC-509 • reinstate CCC-509 on a canceled farm.	Click "yes", if CCC-509 is to be canceled.

28 Consolidations by Producer (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down menu, if CCC-509 is canceled: • Acreage Reporting Violation • CCC-509 Entered in Error • Farm Record Modification; automatic cancels will occur; see paragraph 30 • FAV Violation • Out Transfer • Producer Withdrew Contract • Reconstitution.
Summary by Crop	Summarizes data by crop instead of by producer, see paragraph 29.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

28 Consolidations by Producer (Continued)

D Signature Types and Validations

The following provides the applicable signature types and validations.

Signature Type	Validations
No signature (default)	Do **not** enter a signature date unless the producer has signed. OT's with zero shares do **not** have to sign and; therefore, signature type of **no** signature can remain.
Paper	• Enter date producer signed CCC-509. • Shares can be greater than or equal to zero.
FAX	• Enter date producer signed CCC-509. • Shares can be greater than or equal to zero.
Cash Lease	• Producer **must** have cash lease. • No signature date required. • Shares **must** equal zero. • Producer **must** be OO, OP, or OW. ***--Note:** See 1-DCP (Rev. 2), subparagraph 394 C for cash lease--* signature requirements.
Undivided Interest	• Producer **must** be OO or OW. • Shares **must** be greater than zero. • **Must** be check (✓) in Refuse All Payments. • No signature date required. * * *
Spouse/Joint Owner	• Producer **must** be an OO or OW. • Shares **must** be zero. • No signature date required. ***--Note:** See 1-DCP (Rev. 2), subparagraph 394 C for policy on--* spouse/joint OW signature requirements.

28 Consolidations by Producer (Continued)

D Signature Types and Validations (Continued)

Signature Type	Validations
Cash Rent Certification	• No signature date required. • Shares **must** equal zero. • Producer **must** be an OO or OW. • CCC-509 **cannot** be approved until after June 1 of each program year. ***--Note:** See 1-DCP (Rev. 2), subparagraph 394 C for policy on**--*** cash rent certifications.
No Interest in DCP Cropland	• Producer **must** be an OO or OW. • Shares **must** equal zero. ***--Note:** See 1-DCP (Rev. 2), subparagraph 394 C for signature**--*** requirements for OW's with no interest in the DCP cropland.
Electronic (defaulted by system)	When a producer signs electronically, the signature type will be defaulted to electronic.
Joint Venture/No ID	• Producer **must** be an OO, OP, or OW. • Shares **must** equal zero. **Note:** This option shall **only** be used for a joint venture **without** an ID number. See 1-CM for more information on signature requirements.

29 Consolidations by Crop

A Overview

The Consolidated by Crop Screen will be displayed when user clicks “Summary by Crop” on either of the following:

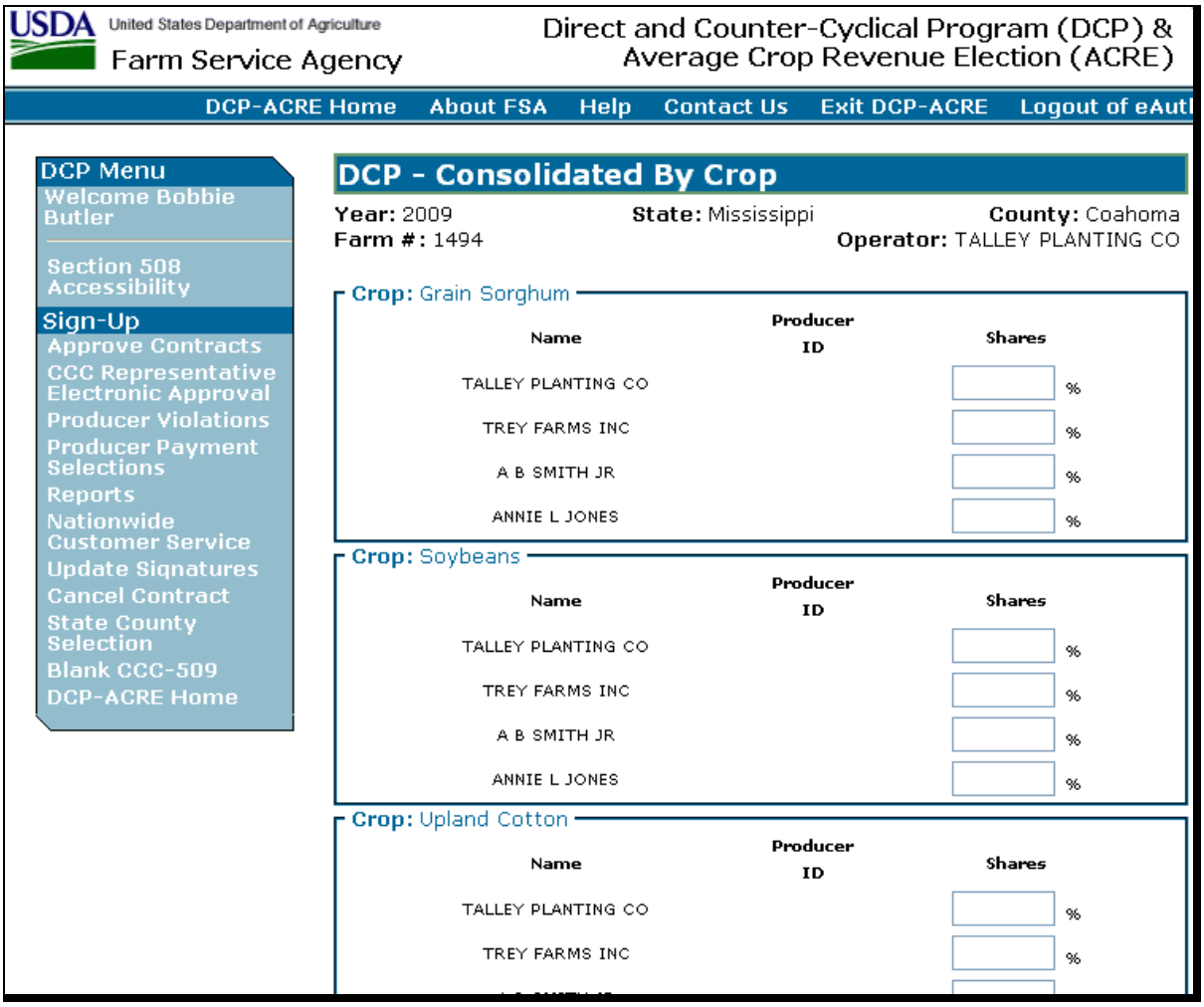
- Select Producer(s) – Contract Details Screen
- Consolidated by Producer Screen.

All the data elements and functions on this summary screen are identical to the data elements and functions on the Consolidated by Producer Screen (see paragraph 28).

B Consolidated by Crop Screen

Following is an example of the top of the Consolidated by Crop Screen.

*--



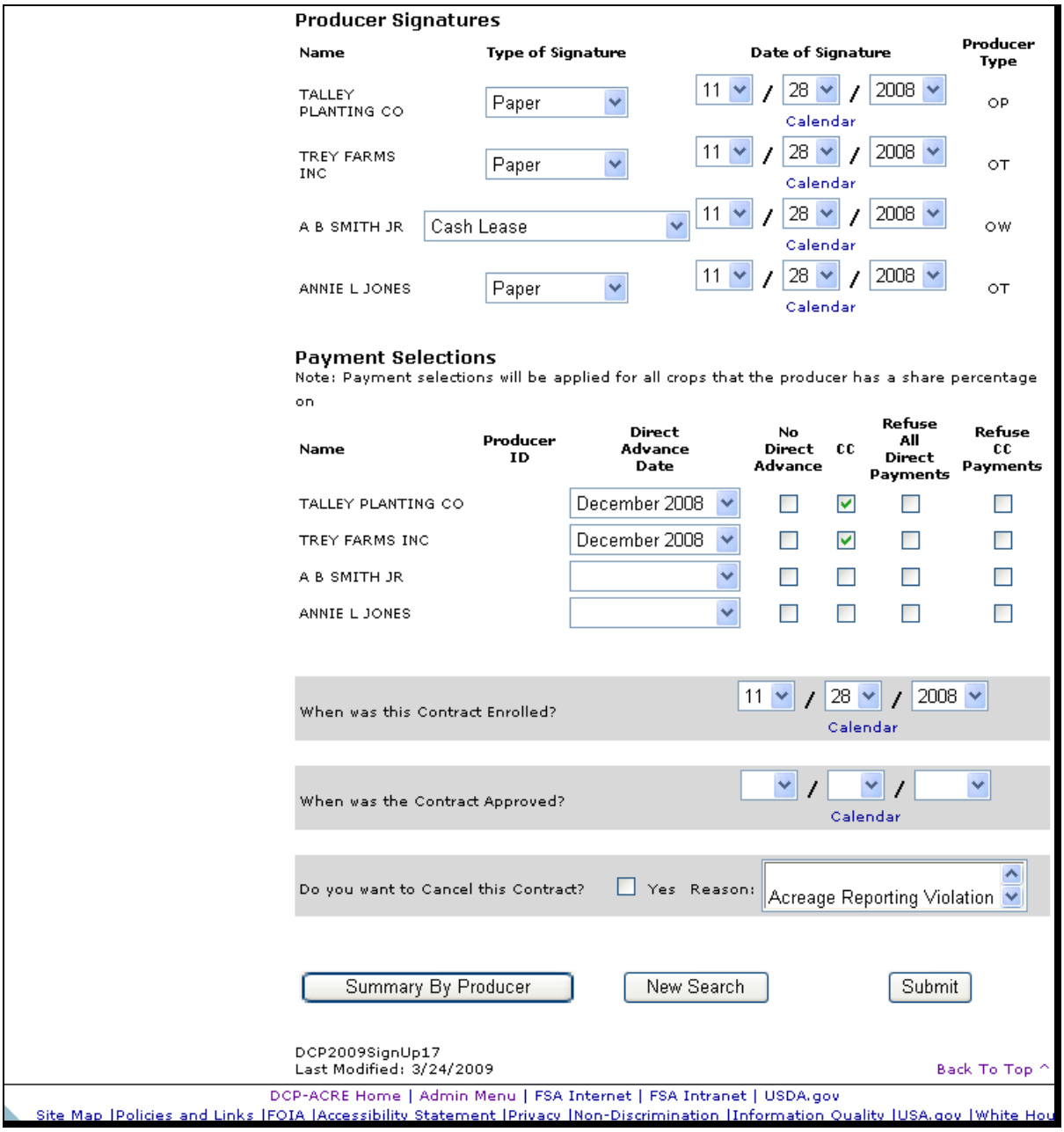
--*

29 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

Following is an example of the bottom of the Consolidated by Crop Screen.

*--



--*

Note: If user clicks “Summary by Producer”, the Consolidated by Producer Screen will be displayed.

30 CCC-509's Automatically Canceled When Farm Maintenance Is Modified

A Overview

CCC-509 software reads farm and tract records for base acres, direct yields, CC yields, OP's, OT's, and OW's. CCC-509's will be **automatically** canceled if any of the following are changed in farm records:

- DCP cropland, if reduced below the farm level base acres
- farm level base acres
- farm level CC yield
- farm level direct yield
- OP's
- OT's, with shares greater than zero
- OW's.

Note: Adding OT to a farm will **not** automatically cancel CCC-509.

B Action

County Offices shall:

- initiate new CCC-509
- obtain applicable producers signatures
- provide new CCC-509's to COC for approval.

C Report

A report to identify CCC-509's that have been canceled is provided on the Reports Menu. Farm records modification will be listed as the cancel reason, see paragraph 35.

31 Approving Multiple CCC-509's

A Overview

Users can either enter:

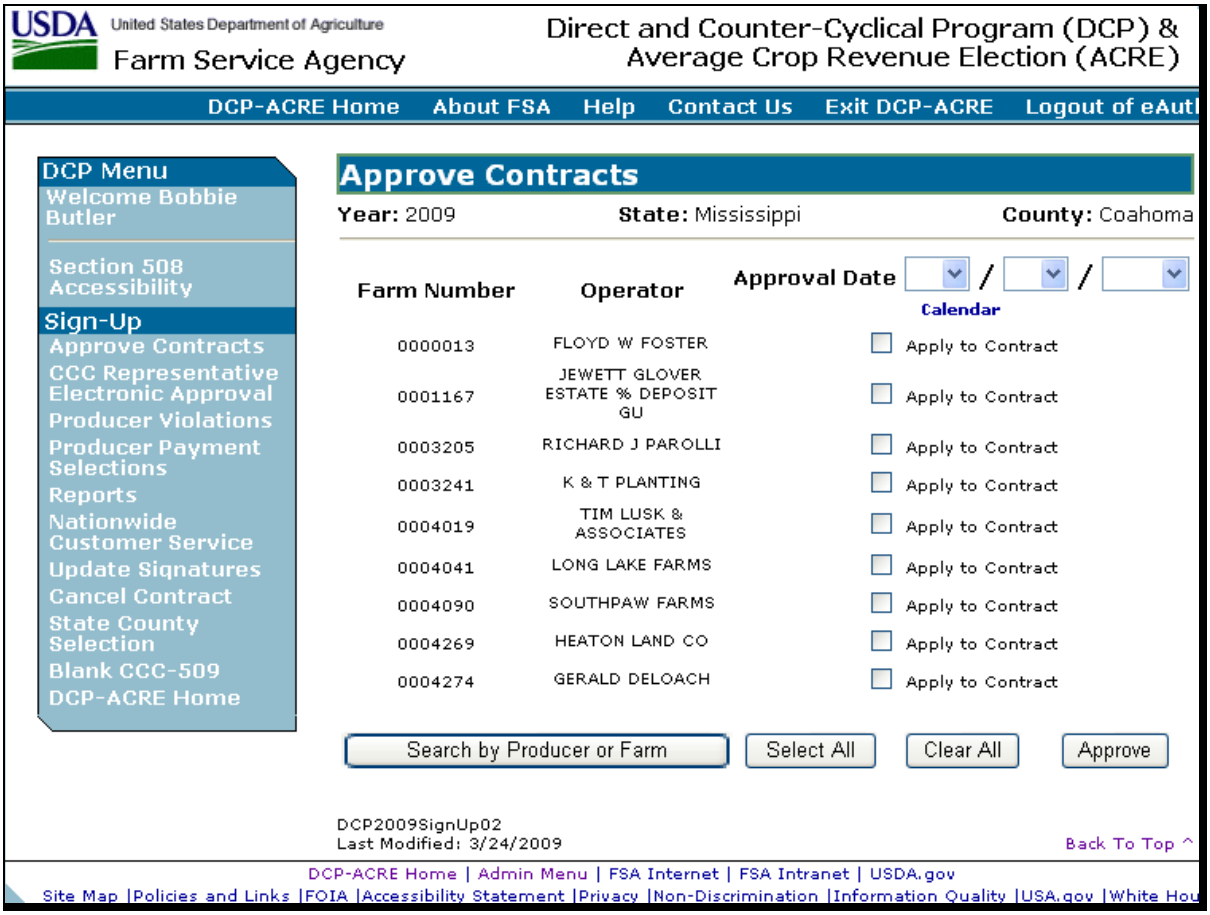
- the same approval date for multiple CCC-509's; to access the multiple CCC-509 approval process, under Sign-Up, CLICK "**Approve Contracts**"

- approvals by specific farm number on the Consolidated by Producer and Consolidated by Crop Screens.

B Approve Contracts Screen

Following is an example of the Approve Contracts Screen.

*--



--*

31 Approving Multiple CCC-509's (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph D.	
Operator	OP associated with each farm.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable CCC-509's. Only 1 date can be entered at a time.
Apply to Contract	Manual entry.	CLICK "**Apply to Contract**" for each CCC-509 that to which the approval date applies.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All CCC-509's displayed on the screen will be selected. A check (✓) will be displayed for each farm number.	
Clear All	All CCC-509's that have been selected to be included in the multiple CCC-509 approval will be deselected.	
Approve	Applies the approval date to all CCC-509's that have been selected. Search by Producer or Farm Screen will be displayed.	

32 CCC Representative Electronic Approvals

A Overview

CCC-509's can be electronically approved. To access the CCC Representative Electronic Approval process, under Sign-Up, CLICK "**CCC Representative Electronic Approval**".

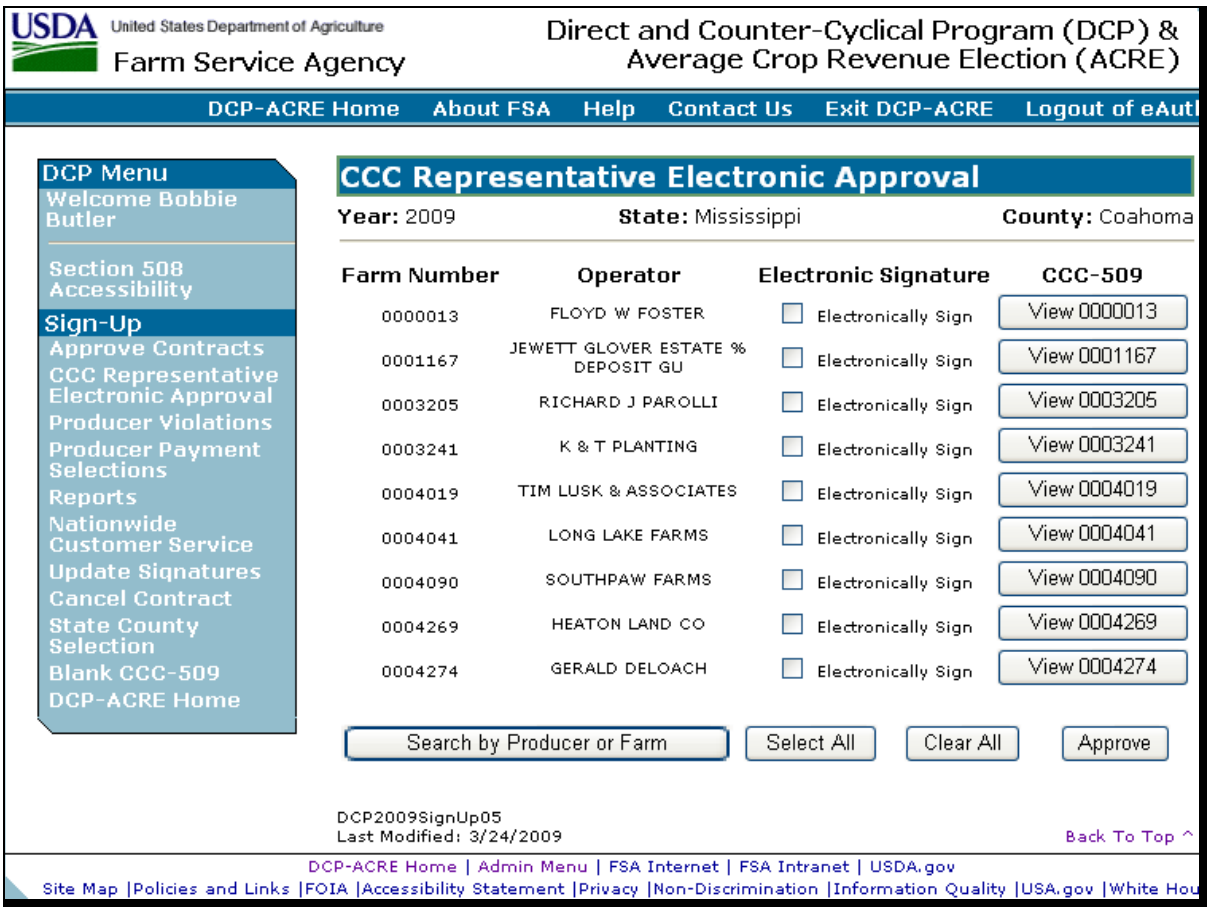
All County Office employees have access to the CCC Representative Electronic Approval process; however, **only employees designated to approve CCC-509's shall access and electronically approve CCC-509's**.

The approving official's name will be printed in the CCC representative signature block and the system date will be entered for the approval date.

B CCC Representative Electronic Approval Screen

Following is an example of the CCC Representative Electronic Approval Screen.

*--



--*

32 CCC Representative Electronic Approvals (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph A.	
Operator	OP associated with each farm.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall CLICK "**Electronically Sign**" when electronically approving the applicable farm's CCC-509.
CCC-509 View (Farm Number)	Provides for electronically viewing the farms CCC-509.	CLICK "**View(farm number)**" to electronically view CCC-509. **Note:** This is **only** a pre-approved view. The approver's name and date will **not** be displayed through this view option.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All CCC-509's on the screen will be selected. A check (✓) will be displayed for each farm number.	
Clear All	All CCC-509's that have been selected to be included in the electronic approval process will be deselected.	
Approve	Applies the system date to all CCC-509's that have been selected to be electronically approved. Search by Producer or Farm Screen will be displayed.	

33 Producer Violations

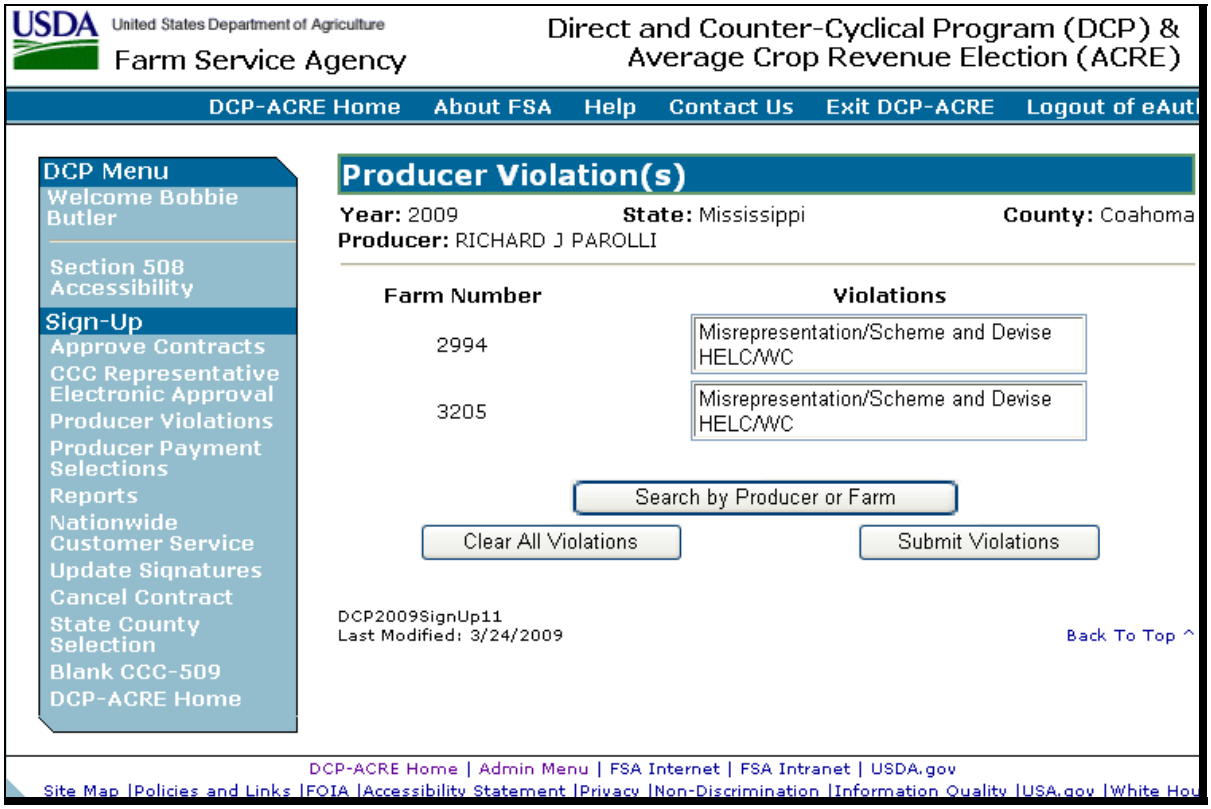
A Overview

To access producer violations, under Sign-Up, CLICK "**Producer Violations**". The SCIMS Customer Search Screen will be displayed; select the applicable producer and CLICK "**Continue**", the Producer Violation(s) Screen will be displayed.

B Producer Violation(s) Screen

Following is an example of the Producer Violation(s) Screen.

*--



--*

Notes: Only farms with an approved CCC-509's will be displayed.

Producers are **not** authorized to update producer violations.

33 Producer Violations (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Producer Violation(s) Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that was selected on USDA Service Center Information Management System Customer Search Page.	
Farm Number	Farm numbers with approved CCC-509's associated with selected producer.	
Violations	The following violations are provided for selection: • Misrepresentation/Scheme and Device • HELC/WC.	CLICK the applicable farm specific violation.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Clear All Violations	Deselects all violations previously selected.	
Submit Violations	Submits violations that were selected or deselected.	

34 Producer Payment Selections

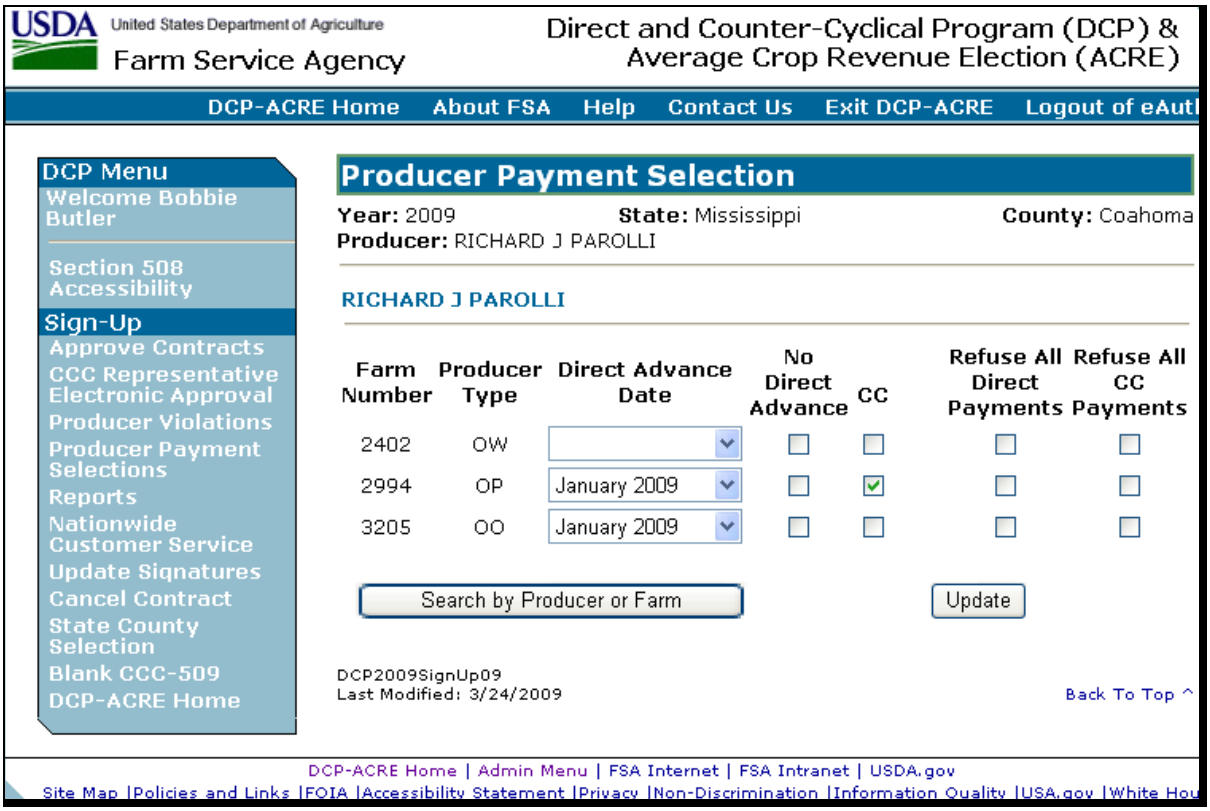
A Overview

The Producer Payment Selection Screen is used to view or update a specific producer's payment selection data in 1 place. All farms in which the producer has a share greater than zero will be displayed on the screen. To access the Producer Payment Selection Screen, under Sign-Up, CLICK "**Producer Payment Selections**". The SCIMS Customer Search Screen will be displayed; select the applicable producer and CLICK "**Continue**", the Producer Payment Selection Screen will be displayed.

B Producer Payment Selection Screen

Following is an example of the Producer Payment Selection Screen.

*--



--*

Note: Producers will be able to change and update their own payment selection information at any time, if their eAuthentication account has level 2 security access.

34 Producer Payment Selections (Continued)

C Field Descriptions/Actions

The following provides the field descriptions and actions for the Producer Payment Selection Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that was selected on SCIMS Customer Search Page.	
Farm Number	All farms that the selected producer has shares greater than zero.	
Producer Type	Selected producer's role on the farm as follows: • OO • OP • OT • OW.	
Direct Advance Date	Manual entry. Will be populated with previously entered data. Date can be entered or changed and updated from this screen.	Enter or modify date, as applicable.
No Direct Advance	Manual entry. A check (✓) will: • be displayed, if producer previously elected **not** to receive direct advance payment • **not** be displayed, if producer previously elected to receive direct advance payment.	Click the box to: • remove check (✓), if producer elects to receive direct advance payment; a direct advance date **must** be entered • add check (✓), if producer elects **not** to receive direct advance payment.
CC	Manual entry. A check (✓) will: • be displayed, if producer previously elected to receive CC advance payment • **not** be displayed, if producer previously elected to **not** receive CC advance payment. ***--Note:** Not applicable to ACRE.**--***	Click the box to: • remove check (✓), if producer elects **not** to receive CC advance payment • add check (✓), if producer has elects to receive CC advance payment.

34 Producer Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Direct Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all direct payments • **not** be displayed, if producer previously elected to **not** refuse all direct payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all direct payments • add check (✓), if producer elects to refuse all direct payments.
Refuse All CC Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all CC payments • **not** be displayed, if producer previously elected to **not** refuse all CC payments. ***--Note:** Not applicable to ACRE.--*	Click the box to: • remove check (✓), if producer elects to **not** refuse all CC payments • add check (✓), if producer elects to refuse all CC payments.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

35 Reports

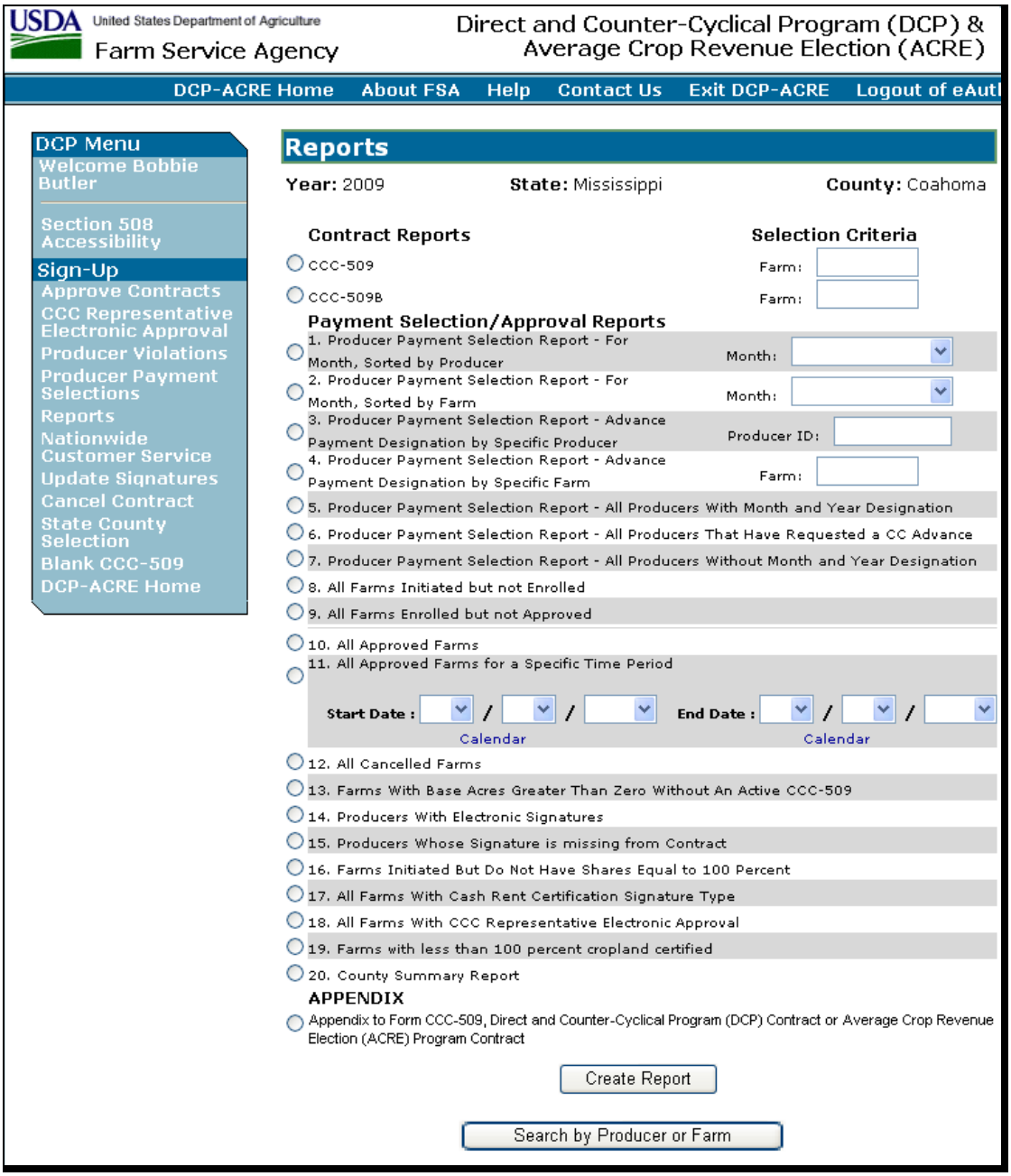
A Overview

Several standard reports are available for County Offices to use as tools for DCP signup. To access the Reports Menu, under Sign-Up, CLICK "**Reports**".

B Reports Screen

Following is an example of the Reports Screen.

*--



--*

35 Reports (Continued)

C Report Descriptions (Continued)

Report	Action	Result
Producers with Electronic Signature	Select report.	Report will be displayed with all producers that have electronically signed CCC-509.
Producers Whose Signature is Missing from Report.	Select report.	Report will be displayed identifying all farms that are missing producer signatures. Report prints the producers on each farm that are missing signatures.
Farms Initiated But Do **Not** Have Shares Equal to 100 Percent.	Select report.	Report will be displayed identifying all farms that do **not** have 100 percent of the shares designated.
All Farms with Cash Rent Certification Signature Type	Select report.	Report will be displayed identifying all farms that have 1 or more producers with a cash rent certification signature type.
All Farms With CCC Representative Electronic Approval	Select report.	Report will be displayed identifying farms that have been approved through the CCC Representative Electronic Approval Process.
Farms with less than 100 percent cropland certified	Select report.	Report will be displayed identifying all farms with less than 100 percent cropland certified on FSA-578.
County Summary Report	Select report.	Report will be displayed providing a summary of DCP enrollment information in the county selected on the State Report Selection Screen.
Appendix to CCC-509, Direct and Counter-Cyclical ***--**Program (DCP) Contract or Average Crop Revenue Election (ACRE) Program Contract**--***	Select report.	CCC-509 terms and conditions will be displayed. **Note:** All signatories to CCC-509 shall be provided a copy of the CCC-509 Appendix.

36 Nationwide Customer Service

A County Office User Access

CCC-509 software provides nationwide customer service for County Office users. County Office users have the ability to load and access CCC-509's for any producer nationwide. This is extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide CCC-509's have limited authority.

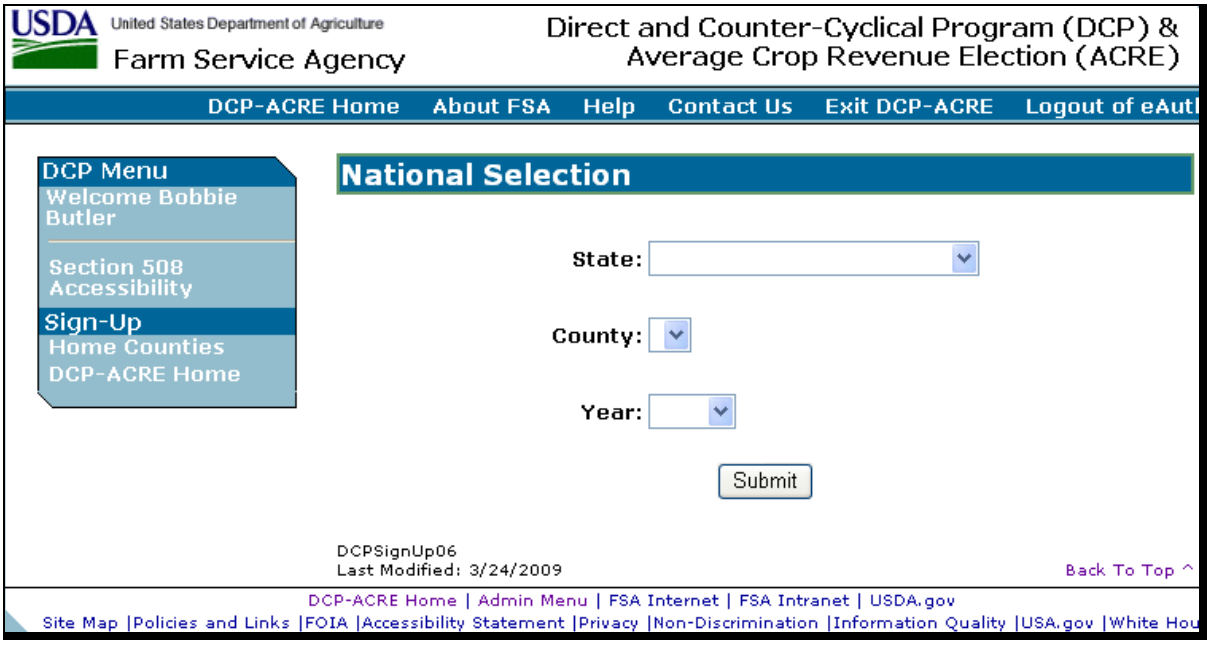
To access Nationwide Customer Service, under Sign-Up, CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

36 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.

*--



--*

The following provides the fields, descriptions, and actions for the National Selection Screen.

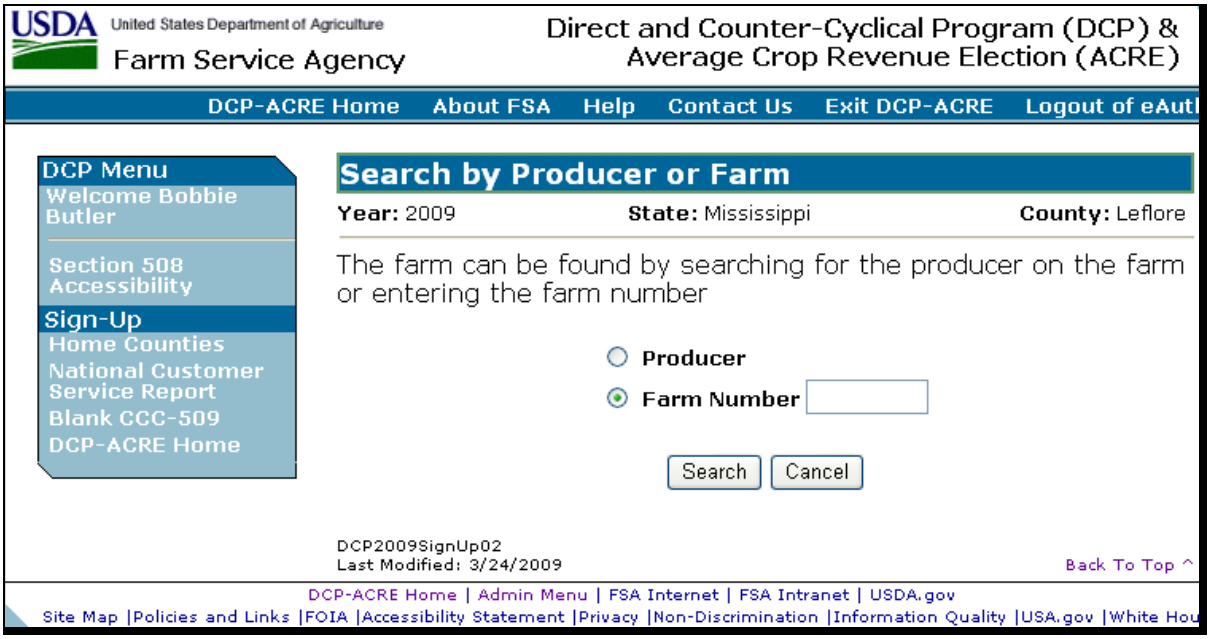
Field/Button	Description	Action
State	Drop-down menu with State names.	Select the applicable State. Only 1 State can be selected at a time.
County	Drop-down menu with the county names applicable to the State that was selected.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down menu with program years.	Select the applicable program year.
Submit	Search by Producer or Farm Screen will be displayed.	

36 Nationwide Customer Service (Continued)

C Search by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen that will be displayed after user clicks “Submit” on Nationwide Customer Service Screen.

*--



--*

To switch back to the home county, under Sign-Up, CLICK “**Home Counties**”.

The Nationwide Customer Service, Search by Producer or Farm Screen functionality is the same as when CCC-509’s are being loaded in the home county; see paragraph 23 for searching by producer or by farm number. Once a farm has been selected, the Select Producer(s) – Contract Details Screen will be displayed.

D Select Producer(s) – Contract Details Screen

The Nationwide Customer Service, Select Producer(s) – Contract Details Screen functionality is the same as when CCC-509’s are being loaded in the home county; see paragraph 26. One of the following will be displayed, based on the actions taken on the Select Producer(s) – Contract Details Screen:

- Assign Producer Shares / Payment Selections Screen
- Consolidated by Producer Screen
- Consolidated by Crop Screen.

36 Nationwide Customer Service (Continued)

E Assign Producer Shares / Payment Selections Screen

The Nationwide Customer Service, Select Assign Producer Shares / Payment Selections Screen functionality is the same as when CCC-509's are being loaded in the home county; see paragraph 27.

F Consolidated by Producer Screen

The Nationwide Customer Service Section, Consolidated by Producer Screen functionality is the same as when CCC-509's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-509 **cannot** be canceled.

All of these activities **must** be done in the producer's home county; see paragraph 28 for Consolidated by Producer Screen functionality.

G Consolidated by Crop Screen

The Nationwide Customer Service Section, Consolidated by Crop Screen functionality is the same as when CCC-509's are being loaded in the home county, **except** as follows:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- CCC-509 **cannot** be canceled.

All of these activities **must** be done in the producer's home county, see paragraph 29 for Consolidated by Crop Screen functionality.

H County Office Action

County Offices that process nationwide customer service CCC-509's **must**:

- immediately FAX a copy of the signed CCC-509 to the producer's home county
- mail the original signed CCC-509 to the producer's home county
- maintain a copy of the signed CCC-509.

37 Updating Signatures

A Overview

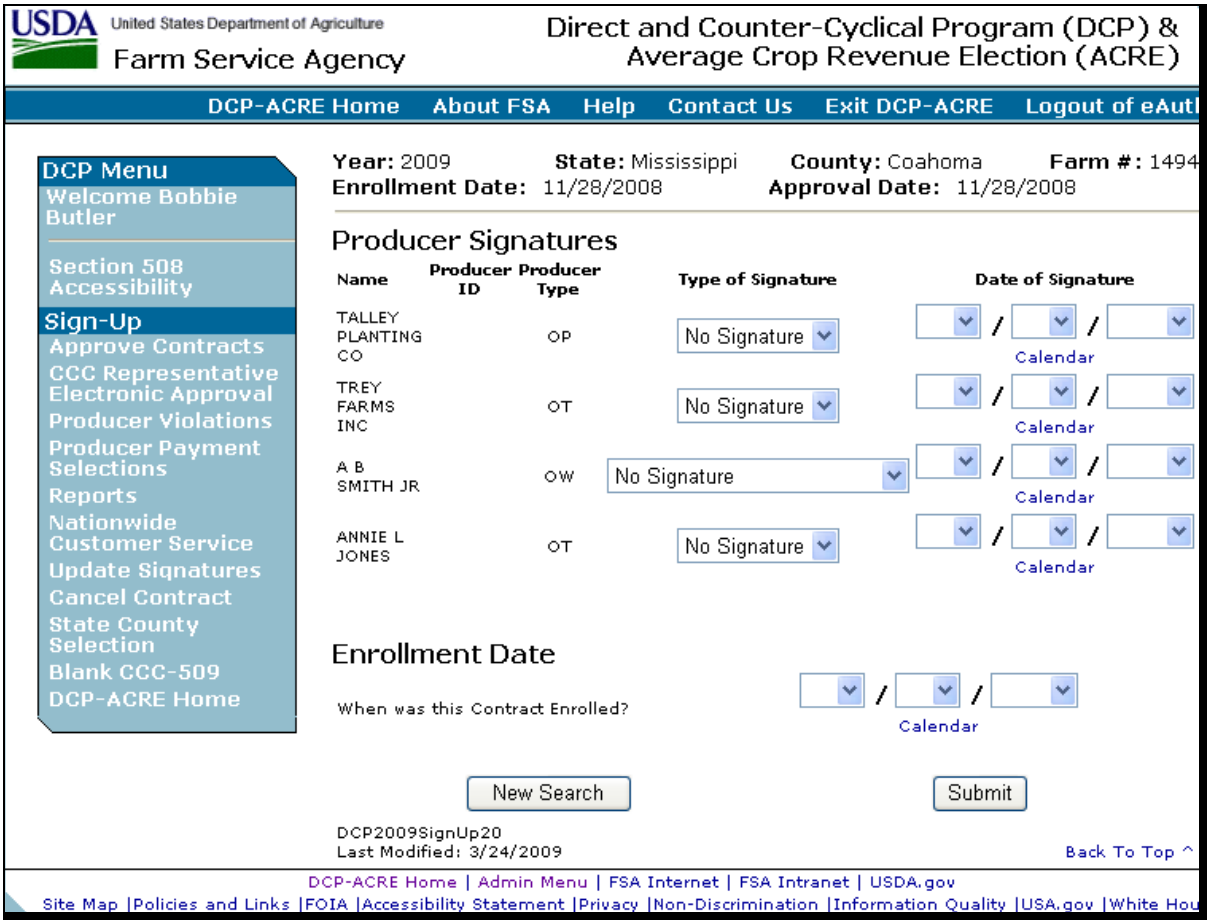
Updating signatures **without** accessing CCC-509 is available in CCC-509 software. To access the update signatures process, under Sign-Up, CLICK "**Update Signatures**".

Note: Signatures can also be updated on the Consolidated by Producer and Consolidated by Crop Screens.

B Update Signatures Screen

Following is an example of the Update Signatures Screen.

*--



--*

37 Updating Signatures (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Update Signatures Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Enrollment Date	Enrollment date as entered on the Consolidated by Producer or Consolidated by Crop Screen.	
Approval Date	Approval date as entered on the Consolidated by Producer, Consolidated by Crop, Approve Contracts, or CCC Representative Electronic Approval Screen.	
Producer Signatures	If producer signs electronically, the system will update the producer signature block. All other signature types **must** be updated by the County Office. This is a tool to keep track of signatures received for each CCC-509. Producers are **not** authorized to updated producer signature information.	
Type of Signature	Manual selection. The system will update electronic signatures. See subparagraph 28 D for signature types.	If producer has shares greater than zero, or OO or OW producer type, a signature type other than **no** signature **must** be updated. Contracts **cannot** be enrolled or approved until all signatures have been received. Specific program rules **must** be followed when determining when a producer **must** sign CCC-509. **Note:** Type of signature shall **only** be updated when the producer actually signs and dates CCC-509.

37 Updating Signatures (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Date of Signature	Manual entry.	Enter date the producer signed CCC-509. ***--**See 1-DCP (Rev. 2), paragraph 402 for situations involving producers that did **not** sign CCC-509 on or before June 1 of**--*** applicable contract period. See subparagraph 28 D for signature date exceptions.
When was this Contract enrolled?	Manual entry.	Enter the date all shares equal 100 percent and all required producer signatures have been received. ***--**See 1-DCP (Rev. 2), paragraph 402 for situations involving producers signatures received in the County Office after June 1**--*** of applicable contract period. **Note:** All applicable signature types **must** be loaded **before** an enrollment date can be entered. See subparagraph 28 D for signature type validations.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print Screen will be displayed.	

38 Canceling CCC-509's by Farm

A Overview

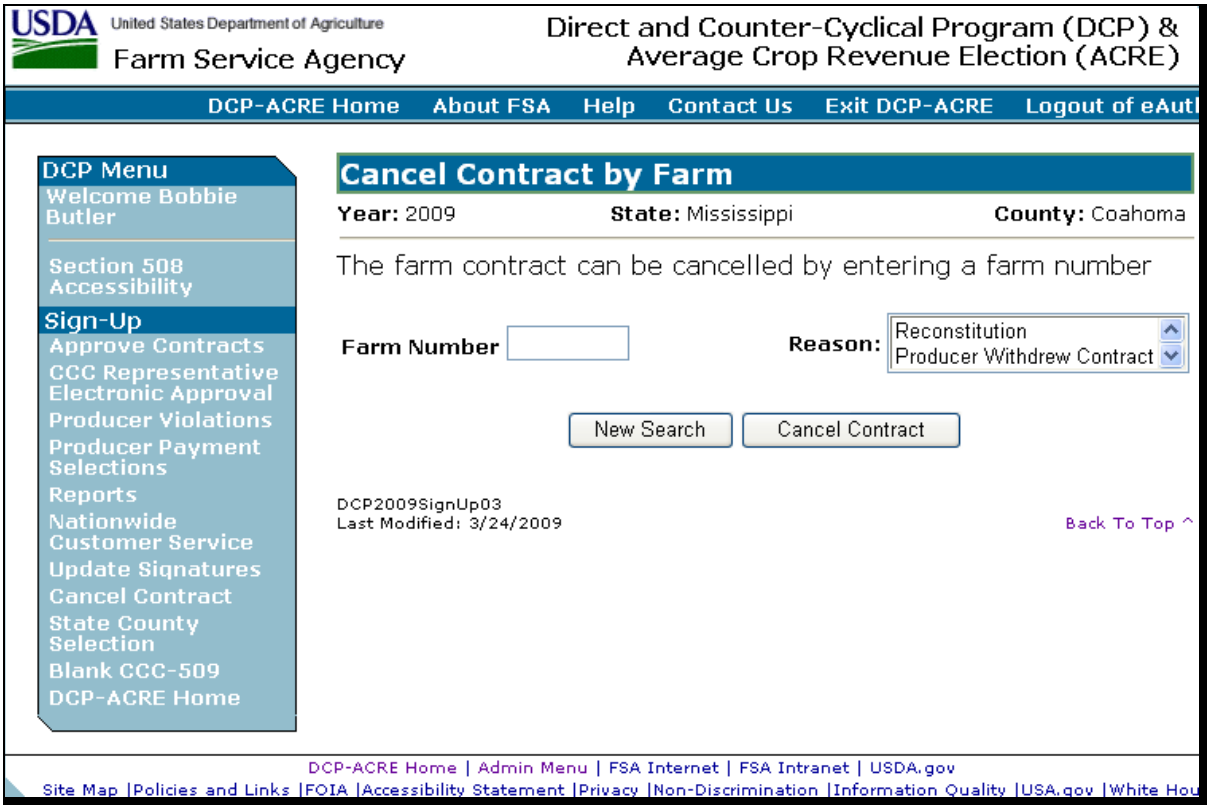
Canceling CCC-509's **without** accessing CCC-509 is available in CCC-509 software. To access CCC-509 cancellation process, under Sign-Up, CLICK "**Cancel Contract**".

Note: CCC-509's can also be canceled on the Consolidated by Producer and Consolidated by Crop Screens.

B Cancel Contract by Farm Screen

Following is an example of the Cancel Contract by Farm Screen.

*--



--*

38 Canceling CCC-509's by Farm (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Cancel Contract by Farm Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Manual entry.	Enter the farm number of CCC-509 to be canceled.
Reason	Manual entry.	User **must** select 1 of the following reasons from the drop-down menu, if CCC-509 is canceled: • Acreage Reporting Violation • CCC-509 Entered in Error • Farm Record Modification; automatic cancels will occur; see paragraph 30 • FAV Violation • Out Transfer • Producer Withdrew Contract • Reconstitution.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Cancel Contract	CCC-509 is canceled. Contract Canceled Screen will be displayed.	

39-45 (Reserved)

46 State Office Access to the DCP Web Site

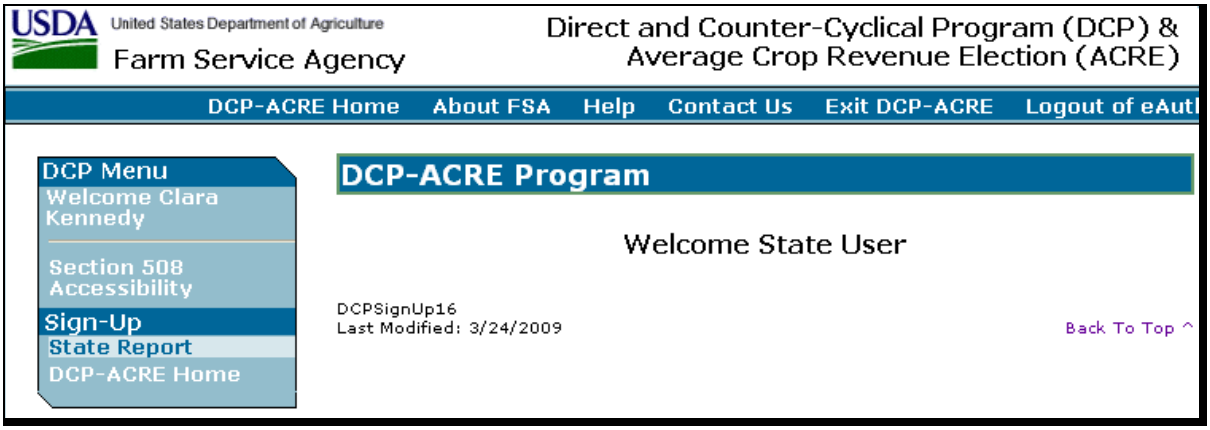
A Accessing the DCP Web Site

State Office users shall access CCC-509 software according to paragraph 21. After entering an eAuthentication user ID and password, and clicking “Login”, the State User Home Page will be displayed.

B State User Home Page

Following is an example of the State User Home Page.

*--



--*

47 State Report Selections

A Overview

State Office users will **only** have access to State Office reports, **unless** they have requested:

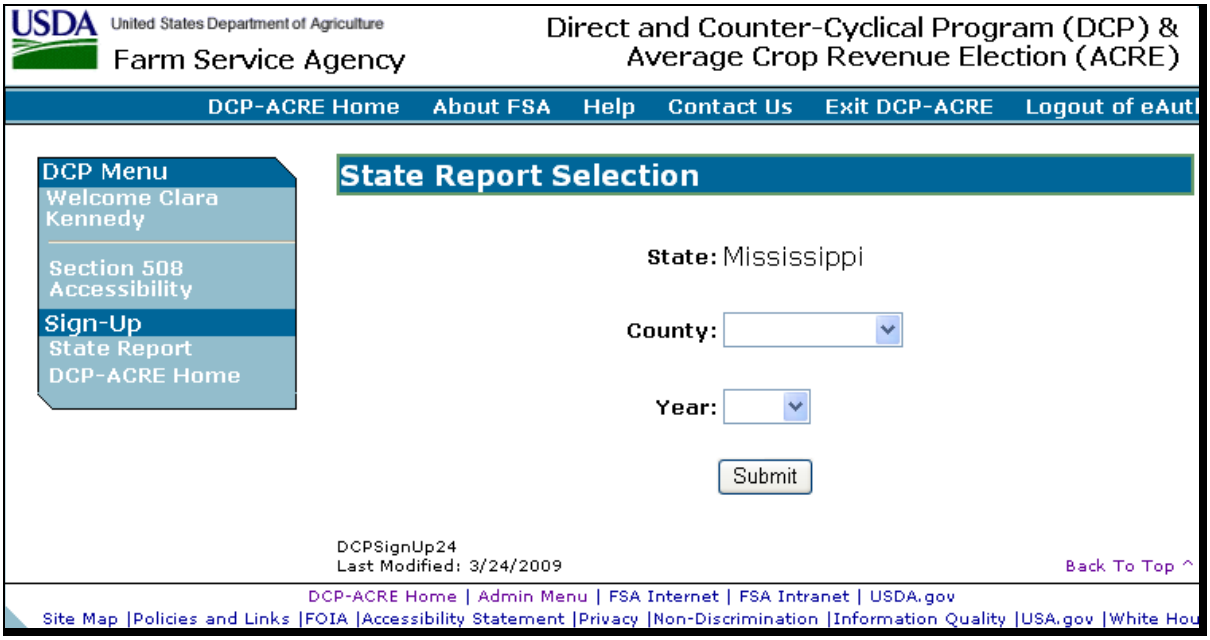
- Nationwide Customer Service access according to paragraph 49
- State Office representative access according to paragraph 50.

To access State Office reports, under Sign-Up, CLICK "**State Report**". The State Report Selection Screen will be displayed.

B State Report Selection Screen

Following is an example of the State Report Selection Screen.

*--



--*

C Field Descriptions and Actions

The following provides field descriptions and actions that can be taken on the State Report Selection Screen.

Field/Button	Description	Action
State	State associated with the user.	
County	Drop-down menu with the county names applicable to the user's State.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down menu with program years.	Select the applicable program year.
Submit	State Reports Screen will be displayed.	

48 State Reports

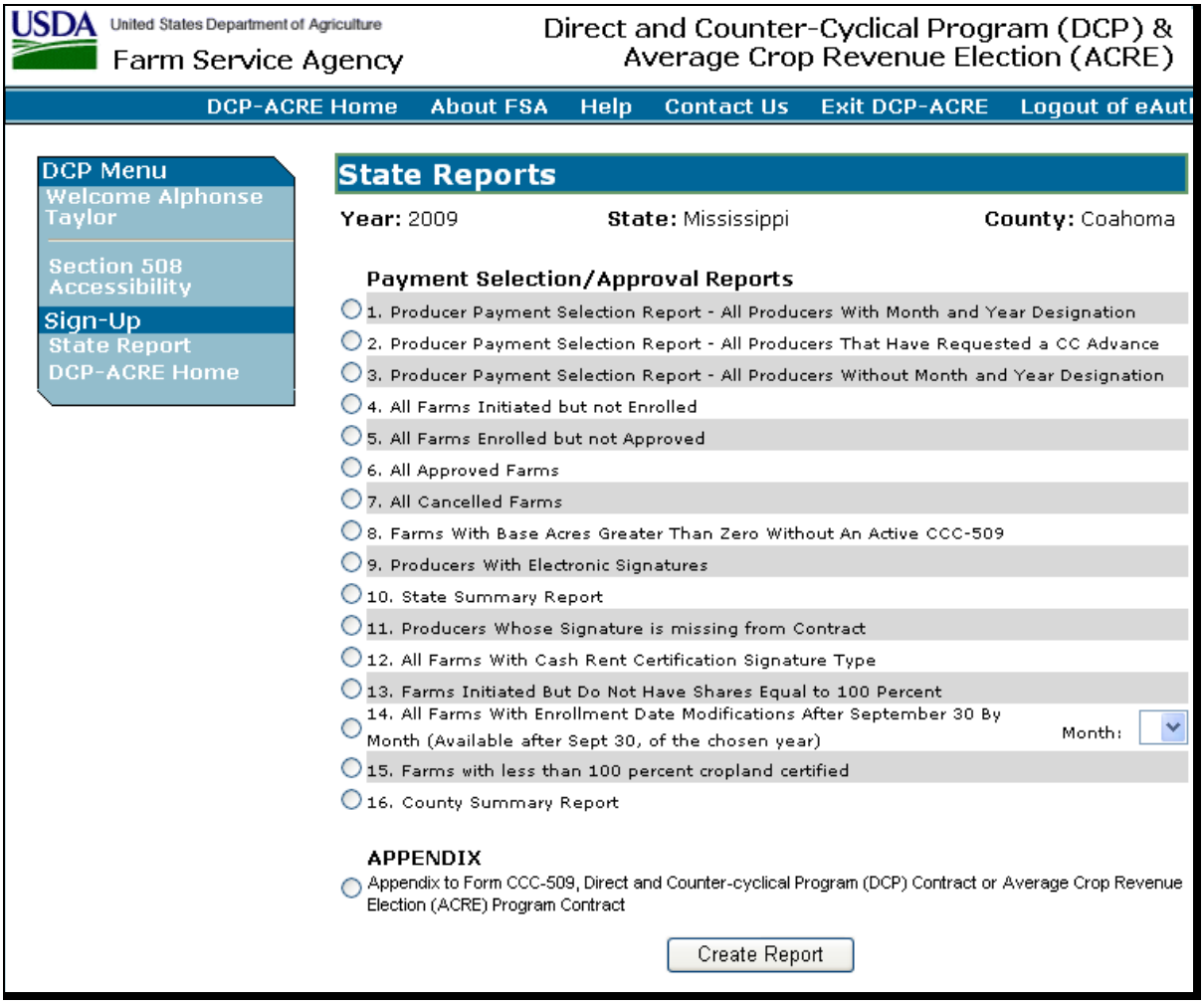
A Overview

Several standard reports are available for State Offices to use as tools for assisting County Offices with DCP signup. To access the State Reports Screen, under Sign-Up, CLICK "**State Report**".

B State Reports Screen

Following is an example of the State Reports Screen.

*--



--*

48 State Reports (Continued)

C Report Descriptions

The following table provides descriptions of each of the available reports. Only 1 report can be created at a time. The report will be displayed in PDF format and can be printed, if needed.

Note: All State reports, **except** the Appendix to CCC-509, Direct and Counter-Cyclical Program Contract Report, are run against a reporting database; therefore, the reports will print data that was updated as of the previous day.

IF user selects the following...	THEN the following will be displayed...
Producer Payment Selection Report – All Producers With Month and Year Designation	all producers with a month and year designation in the county selected on the State Report Selection Screen.
Producer Payment Selection Report – All Producers That Have Requested a CC Advance	all producers that have requested CC advanced payments in the county selected on the State Report Selection Screen.
Producer Payment Selection Report – All Producers Without Month and Year Designation	all producers that have shares greater than zero that have **not** selected a month and year for advance payment in the county selected on the State Report Selection Screen.
All Farms Initiated But **Not** Enrolled	all farms that have been initiated but have **not** been enrolled in the county selected on the State Report Selection Screen.
All Farms Enrolled But **Not** Approved	all farms that have an enrollment date entered but have **not** been approved in the county selected on the State Report Selection Screen.
All Approved Farms	all approved farms in the county selected on the State Report Selection Screen.
All Cancelled Farms	all farms that have been canceled by a County Office user or by farm maintenance changes in the county selected on the State Report Selection Screen.
Farms With Base Acres Greater Than Zero Without An Active CCC-509	all farms that have base acres greater than zero in farm maintenance but do **not** have an initiated CCC-509 in the county selected on the State Report Selection Screen.
Producers With Electronic Signatures	all producers that have electronically signed CCC-509 in the county selected on the State Report Selection Screen.
State Summary Report	a summary count of CCC-509's that are initiated, enrolled, approved, cancelled, and have electronic signatures for each county in the State.

48 State Reports (Continued)

C Report Descriptions (Continued)

IF user selects the following...	THEN the following will be displayed...
Producers Whose Signature is Missing from Contract	all farms that are missing producer signatures in the county selected on the State Report Selection Screen.
All Farms With Cash Rent Certification Signature Type	all farms that have 1 or more producers with a cash rent certification signature type in the county selected on the State Report Selection Screen.
Farms Initiated But Do **Not** Have Shares Equal to 100 Percent	all farms that do **not** 100 percent of shares designated in the county selected on the State Report Selection Screen.
All Farms With Enrollment Date Modifications After September 30 by Month **Note:** Select a county and a month.	all farms that had an enrollment date modified during the month selected in the county selected on the State Report Selection Screen. **Note:** See 1-DCP, paragraph 401 for additional information.
Farms With Less Than 100 Percent Cropland Certified	all farms that have an active CCC-509, but do **not** have 100 percent of cropland certified on FSA-578 in the county selected on the State Report Selection Screen.
County Summary Report	a summary count of eligible farms and CCC-509's that are initiated, enrolled, and approved in the county selected on the State Report Selection Screen.
Appendix to CCC-509, Direct and Counter-Cyclical Program ***--**(DCP) Contract or Average Crop Revenue Election (ACRE) Program Contract**--***	CCC-509 terms and conditions. **Note:** All signatories to CCC-509 shall be provided a copy of the CCC-509 Appendix.

49 Nationwide Customer Service

A Requesting Access

--**State Office users shall request access to DCP-ACRE Nationwide Customer Service**-- according to the following:

- provide the National Office with all State employees who are to have access, and include the following:

  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID

- FAX information to 202-720-0051, Attn: Neeru Gulati

--Note:** Include on the FAX that the request is for DCP-ACRE State Office user**-- Nationwide Customer Service access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

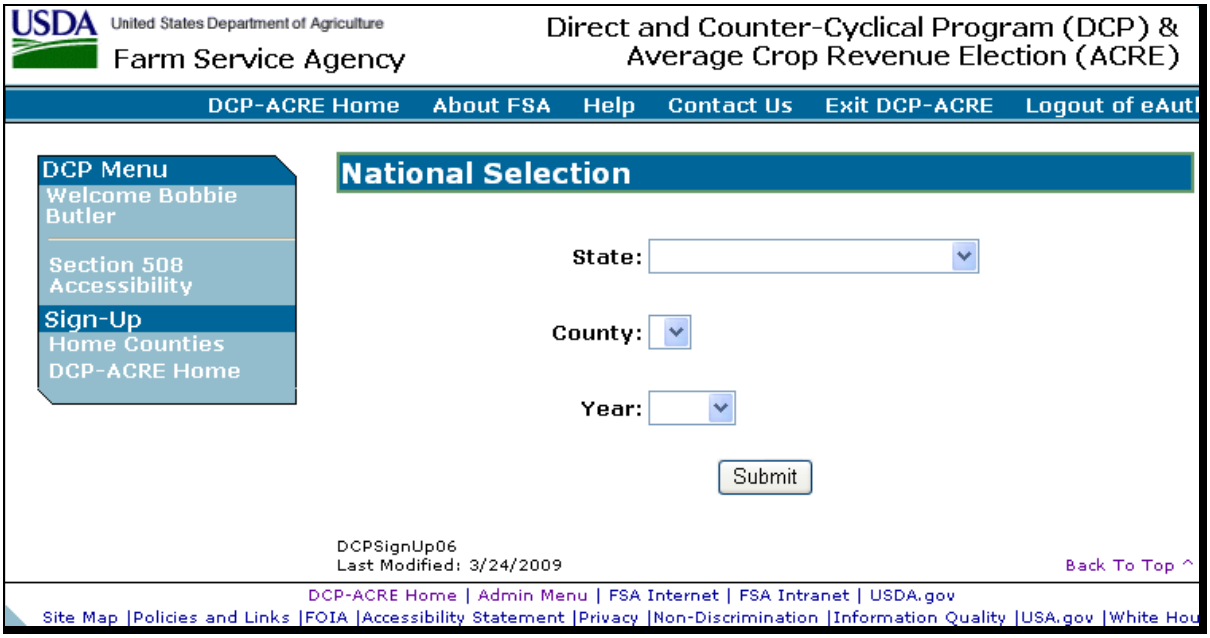
To access Nationwide Customer Service, under Sign-Up, CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.

49 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.

*--



--*

C Accessing Nationwide Customer Service

State Office users that request access according to subparagraph A, shall access Nationwide Customer Service according to paragraph 36.

50 State Office Administrative Access

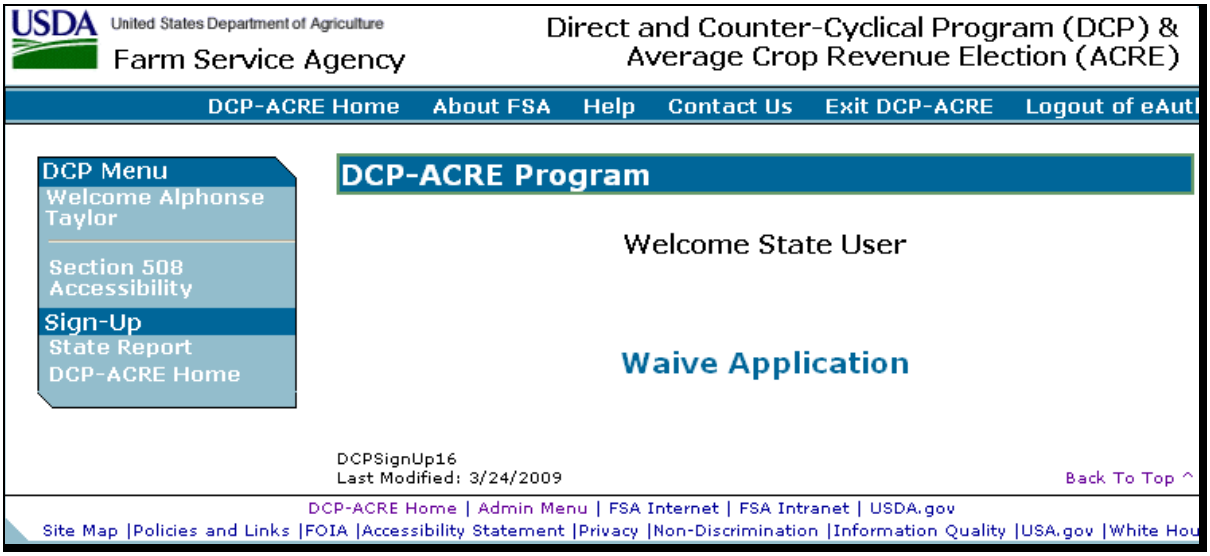
A Overview

1-DCP (Rev. 1), paragraph 403 provides instructions for requesting State Office web-based DCP administrative access. State Office users that are granted administrative access will be able to update signature and enrollment dates that are later than the signature and enrollment date deadline.

B Welcome Screen

When a State Office user with web-based DCP administrative access logs in, the following screen will be displayed.

*--



--*

CLICK "**Waive Application**" to enter the administrative option.

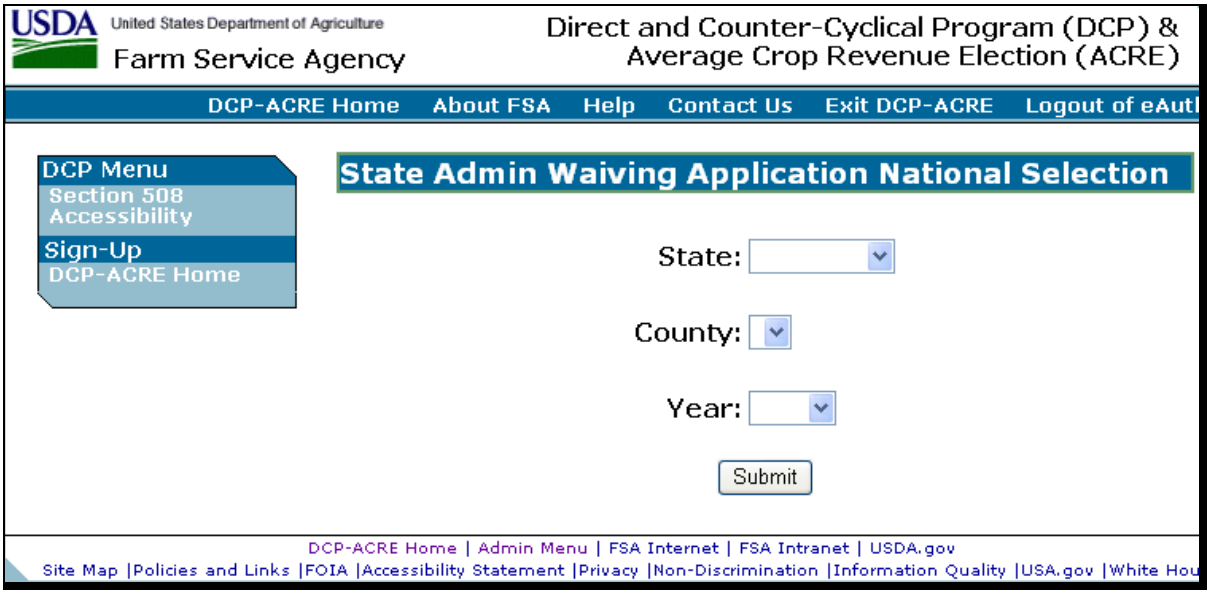
50 State Office Administrative Access (Continued)

C State Admin Waiving Application National Selection Screen

After users click “Waive Application”, the State Admin Waiving Application National Selection Screen will be displayed. From the drop-down menus, select the State, county, and year of CCC-509 to be updated.

Note: State Office administrative access users will **only** be able to update CCC-509’s within their State.

*--



--*

D Search by Producer or Farm Screen

The functionality of the Search by Producer or Farm Screen in State Office administrative access is the same as CCC-509’s being loaded in the home county (see paragraph 23). Once a farm has been selected, the Select Producer(s) – Contract Details Screen will be displayed.

***--50 State Office Administrative Access (Continued)**

E Select Producer(s) – Contract Details Screen

The functionality of the Select Producer(s) – Contract Details Screen in State Office administrative access is the same as CCC-509's being loaded in the home county (see paragraph 26). One of the following screens will be displayed based on the actions taken on the Select Producer(s) – Contract Details Screen:

- Assign Producer Shares/Payment Selections
- Consolidated by Producer
- Consolidated by Crop.

F Assign Producer Shares/Payment Selections

The functionality of the Assign Producer Shares/Payment Selections Screen in State Office administrative access is the same as CCC-509's being loaded in the home county (see paragraph 27).

G Consolidated by Producer Screen

The functionality of the Consolidated by Producer Screen in State Office administrative access is the same as CCC-509's being loaded in the home county, **except** the signature and enrollment date can be later than the sign up deadline (see paragraph 28).

H Consolidated by Crop Screen

The functionality of the Consolidated by Crop Screen in State Office administrative access is the same as CCC-509's being loaded in the home county, **except** the signature and enrollment date can be later than the sign up deadline (see paragraph 29).

I State Office Action

State Offices that update CCC-509's through the State Office administrative access **must** immediately notify the County Office of actions that were taken on CCC-509.**--***

50-60 (Reserved)

Section 3 Producer Access

61 Producer Access to eDCP

A Overview

*--eDCP allows producers to enroll in DCP-ACRE online. Producers can choose DCP and ACRE payment options, assign crop shares, and sign and submit their CCC-509's from any computer with Internet access. Producers **no** longer have to travel to their local FSA office to complete these tasks and can view and print submitted CCC-509 options at any time.

The eDCP voluntary service:

- is available to all producers who are eligible to participate in DCP and ACRE
- is offered as an additional DCP and ACRE enrollment option; producers can still complete CCC-509's in person at the County Office
- does **not** alter any DCP or ACRE provisions.

Example: For a farm to be enrolled in DCP or ACRE, **all** OW's and producers with a share on the farm **must** sign CCC-509.

B eDCP Benefits

The easy-to-use eDCP service offers many advantages for DCP and ACRE participants as--* follows:

- provides maximum flexibility to complete CCC-509's, 24 hours a day, 7 days a week
- eliminates or reduces travel time to the County Office
- reduces paperwork
- offers quick access to CCC-509's, worksheets, and other DCP information
- speeds up CCC-509 processing time at County Offices
- maintains all data in a central location
- protects private information through strict security measures.

C Obtaining eAuthentication Accounts

To use the eDCP service, a producer **must** have an active USDA eAuthentication level 2 account. This account allows producers to complete online transactions and, if they choose, to electronically sign their CCC-509. To obtain an eAuthentication account, producers shall:

- complete the online registration form located at **http://www.eauth.egov.usda.gov**
- visit their local County Office for identity verification.

If the producer has previously completed these steps, **no** action is needed.

61 Producer Access to eDCP (Continued)

D Accessing eDCP

Producers shall access eDCP by going to **http://www.fsa.usda.gov/egov/edcp_default.htm**. The Online Services Screen will be displayed.

Producers shall CLICK:

- "**Electronic Direct and Counter-Cyclical Payment Program (eDCP) Service**"; the eDCP Online Services Screen will be displayed
- "**Access eDCP Service**"; the USDA eAuthentication Warning Screen will be displayed
- "**Continue**", to proceed or "**Cancel**", to end the process.

This is an example of the USDA eAuthentication Warning Screen.

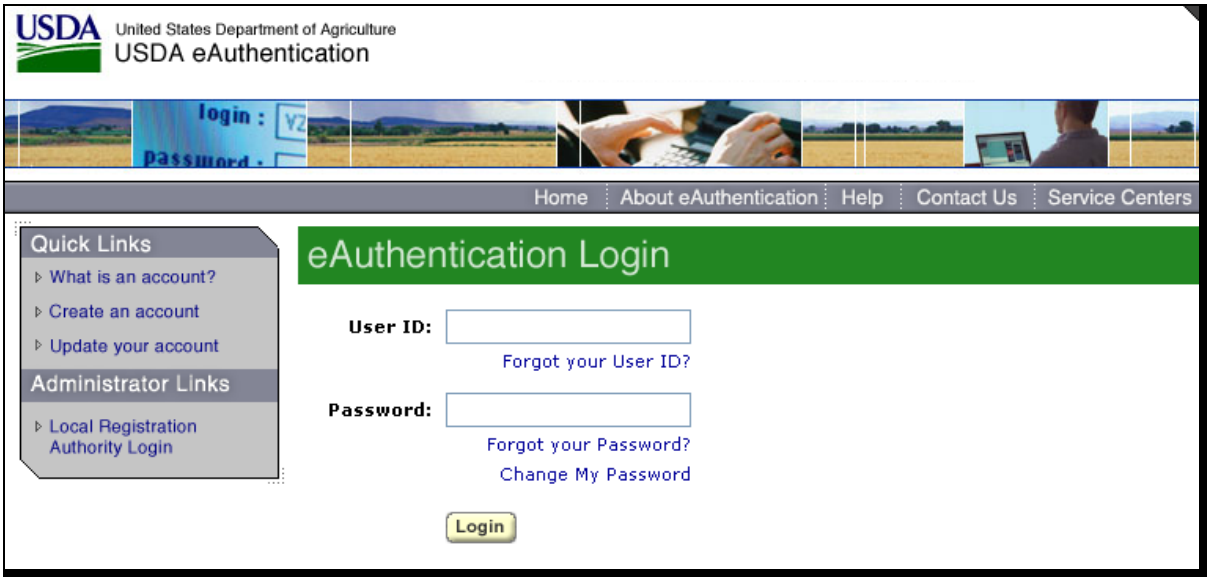
Note: Internet Explorer shall be used when accessing eDCP.

61 Producer Access to eDCP (Continued)

D Accessing eDCP (Continued)

If user clicks “Continue” on the USDA eAuthentication Warning Screen, the eAuthentication Login Screen will be displayed. Producers **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK “**Login**”.



62 CCC-509 Appendix

A Overview

Immediately after a producer's eAuthentication information has been accepted, the CCC-509 Appendix will be displayed.

B Accepting CCC-509 Appendix Terms and Conditions

The producer **must** accept the terms and conditions contained in the CCC-509 Appendix **before** continuing into the eDCP system. By electronically completing and signing CCC-509, producers:

- acknowledge receiving CCC-509 Appendix
- agree to abide by CCC-509 Appendix terms and conditions.

*** * ***

63 State, County, and Year Selection

A Overview

Once the producer accepts the CCC-509 Appendix terms and conditions, the Direct and Counter-Cyclical (DCP) Program, State-County and Year Selection Screen will be displayed. The State-County and Year Selection Screen provides producers the option to select the:

- State and county that contains CCC-509 to be updated

  Note: The drop-down menu will **only** contain counties in which the producer is associated to CCC-509.

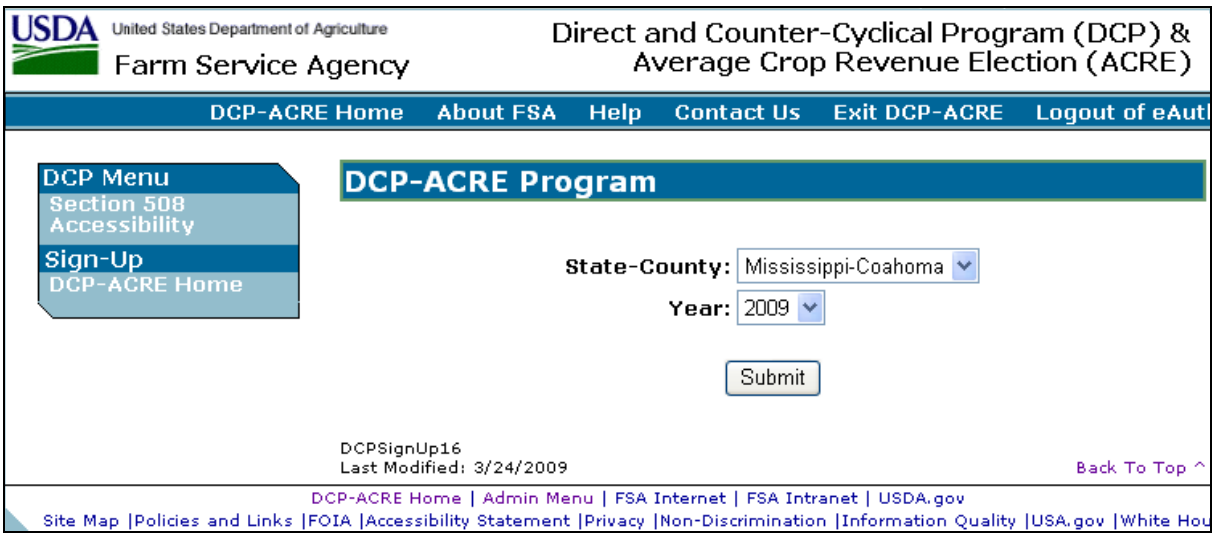
- year of CCC-509 to be viewed/updated.

  Note: Only the current year can be updated. All prior years will be displayed in **view-only** mode.

B State-County and Year Selection Screen

Following is an example of the State-County and Year Selection Screen.

*--



--*

63 State, County, and Year Selection (Continued)

C Field Descriptions

The following table provides the fields that are available on the State-County and Year Selection Screen.

Field/Button	Description	Action
State-County	Drop-down menu that lists State and County Offices in which a producer is associated to CCC-509.	Select the State and county that contains CCC-509 to be updated.
Year	Drop-down menu that lists the years available to be viewed or updated.	Select the applicable year. **Note:** Only the current year can be updated. All prior years will be displayed in **view-only** mode.
Submit	Displays the Select Contract – Farm Search - Farm Selection Screen.	

64 Selecting CCC-509's – Farm Search – Farm Selection

A Overview

The Select Contract – Farm Search - Farm Selection Screen allows the producer to select CCC-509 to be viewed or updated.

B Select Contract – Farm Search – Farm Selection Screen

Following is an example of the Select Contract – Farm Search – Farm Selection Screen.
*--

--*

C Options Available on the Screen

The following provides the options that are available on the Select Contract – Farm Search - Farm Selection Screen.

Button	Description
New Search	State-County and Year Selection Screen will be displayed.
Continue	**After** selecting the applicable CCC-509 to update, users CLICK "**Continue**". Only 1 farm can be selected at a time. Select Producer(s) – Contract Details Screen will be displayed, see paragraph 65.

65 Selecting Producers – CCC-509 Details

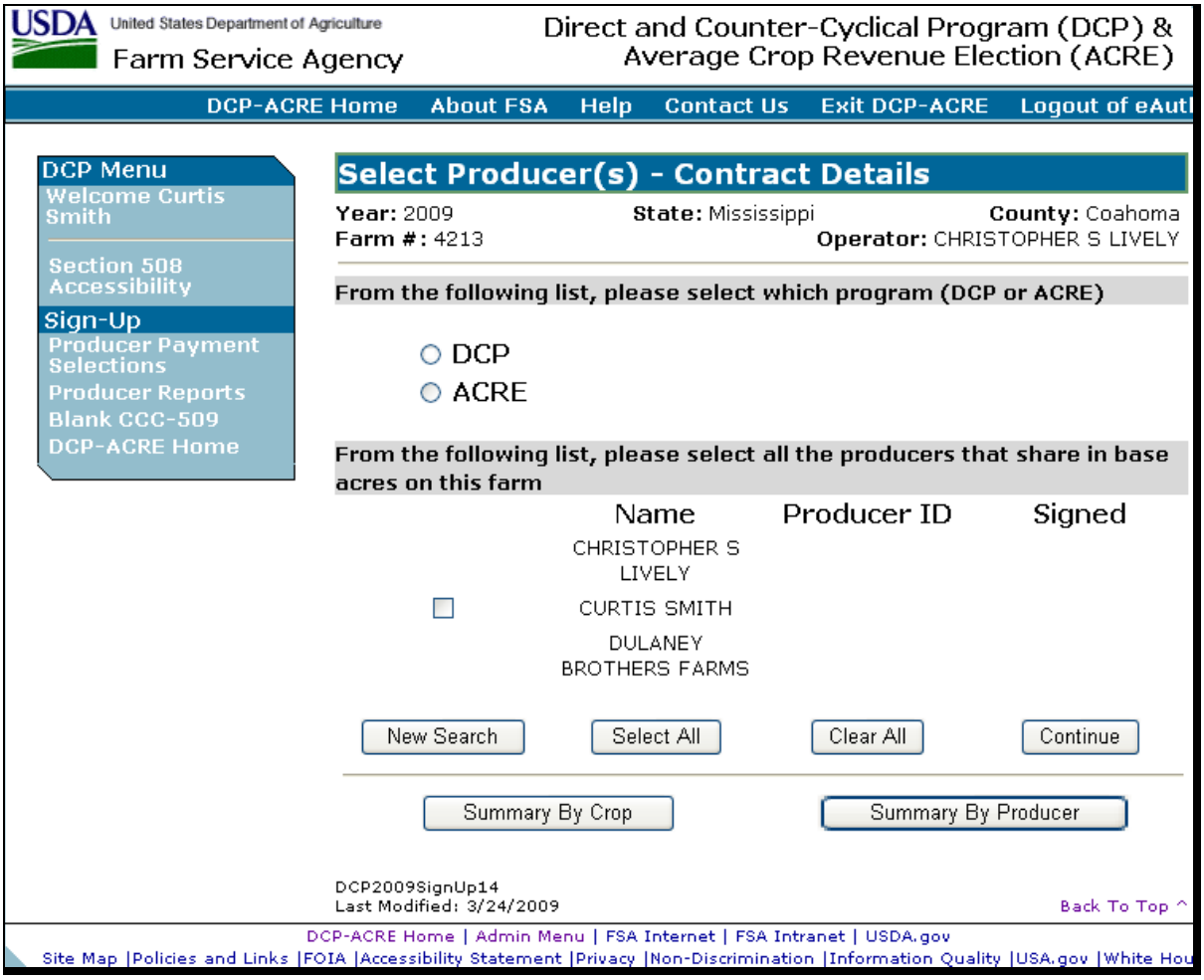
A Overview

The Select Producer(s) – Contract Details Screen provides the producer the ability to select the producers that share in CCC-509.

B Select Producer(s) – Contract Details Screen

Following is an example of the Select Producer(s) – Contract Details Screen.

*--



--*

65 Selecting Producers – CCC-509 Details (Continued)

C Options Available on the Screen

The following table provides the button descriptions and results for the Select Producers(s) – Contract Details Screen.

IF users click…	THEN…
New Search	all information entered is canceled. The Search by Producer or Farm Screen will be displayed.
Select All	all producers on the farm will be selected to receive shares. A check (✓) will be displayed for all producer names.
Clear All	previously checked (✓) producers, to share in CCC-509, will be unchecked.
Continue	after users: • select **no** producers to share in CCC-509, the Consolidated by Producer Screen will be displayed, see paragraph 67 • select individual producers to share in CCC-509 by clicking the box in front of the applicable producer's name, the Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 66 • CLICK "Select All", the Assign Producer Shares / Payment Selections Screen will be displayed, see paragraph 66.
Summary by Crop	the Consolidated by Crop Screen will be displayed, see paragraph 68. This is a summary screen that can be used to: • load/modify producer shares by crop • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.
Summary by Producer	Consolidated by Producer Screen will be displayed, see paragraph 67. This is a summary screen that can be used to: • load/modify producer shares by producer • update payment selections • update producer signature types • update enrollment date • update approval date • cancel CCC-509.

66 Assigning Producer Shares/Payment Selections

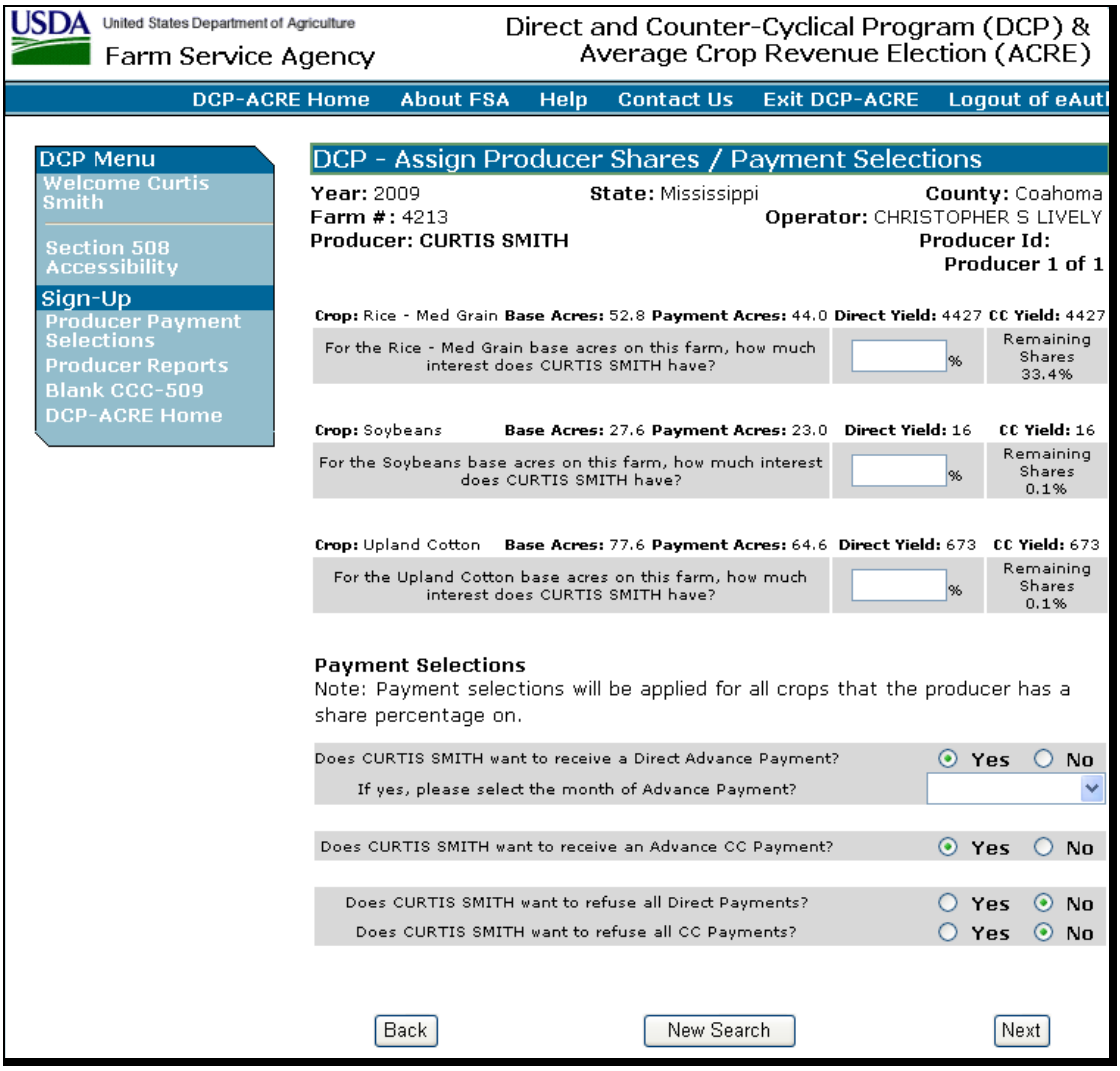
A Overview

The Assign Producer Shares / Payment Selections Screen provides a question/answer method of updating share and payment selection data. This screen may be skipped over by clicking the any of the following:

- "Continue" on Select Producer(s) – Contract Details Screen **without** selecting any producers to share in CCC-509
- "Summary by Producer"
- "Summary by Crop".

B Assign Producer Shares / Payment Selections Screen

Following is an example of the Assign Producer Shares / Payment Selections Screen.
*--



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66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions

The following provides the field descriptions and actions for the Assign Producer Shares / Payment Selections Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	Producer sharing in crop. **Note:** A screen will be completed for each producer that was selected to share in CCC-509 on the Select Producer(s) – Contract Details Screen.	
Producer Id	Last 4 digits of producer's ID number.	
Producer (#) of (#)	This field shows the number of producers that: • have been selected to share in this CCC-509 • are remaining. **Example:** If 5 producers were selected to share in CCC-509, the field will display 1 of 5, 2 of 5, etc.	
Crop	***--**Each DCP-ACRE crop associated with the selected farm**--*** in farm maintenance will be displayed.	
Base Acres	Base acres associated with each crop.	
Payment Acres	Payment acres associated with each crop. (83.3 percent of the base acres).	
Direct Yield	Direct yield associated with each crop.	
CC Yield	CC yield associated with each crop.	

66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
For the (crop name) base acres on this farm, how much interest does (producer name) have? (Share)%	Manual entry for producer's share specific to applicable crop.	Enter the producer's share applicable to each crop. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** Producer A and Producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent **before** the farm can be enrolled or approved.
Remaining Shares	Subtracts shares as they are entered for each producer. This is a tool to keep user informed of how much of the share percentage has been used.	

66 Assigning Producer Shares/Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Does (producer name) want to receive a Direct Advance Payment? If yes, please select the month of Advance Payment.	Manual entry.	CLICK "Yes" or "No", as applicable. **IF…** / **THEN…** "Yes" – select a month and year. "No" – a month and year shall **not** be selected.
Does (producer name) want to receive an Advance CC Payment?	Manual entry. ***--Note:** Not applicable to ACRE.**--***	CLICK "Yes" or "No", as applicable.
Does (producer name) want to refuse all Direct Payments?	Manual entry.	CLICK "Yes" or "No", as applicable.
Does (producer name) want to refuse all CC Payments?	Manual entry. ***--Note:** Not applicable to ACRE.**--***	CLICK "Yes" or "No", as applicable.
Back	Select Producers(s) – Contract Details Screen will be displayed.	
New Search	Search by Producer or Farm Screen will be displayed.	
Next	Either of the following will be displayed: • next producer • Consolidated by Producer Screen.	

67 Consolidations by Producer

A Overview

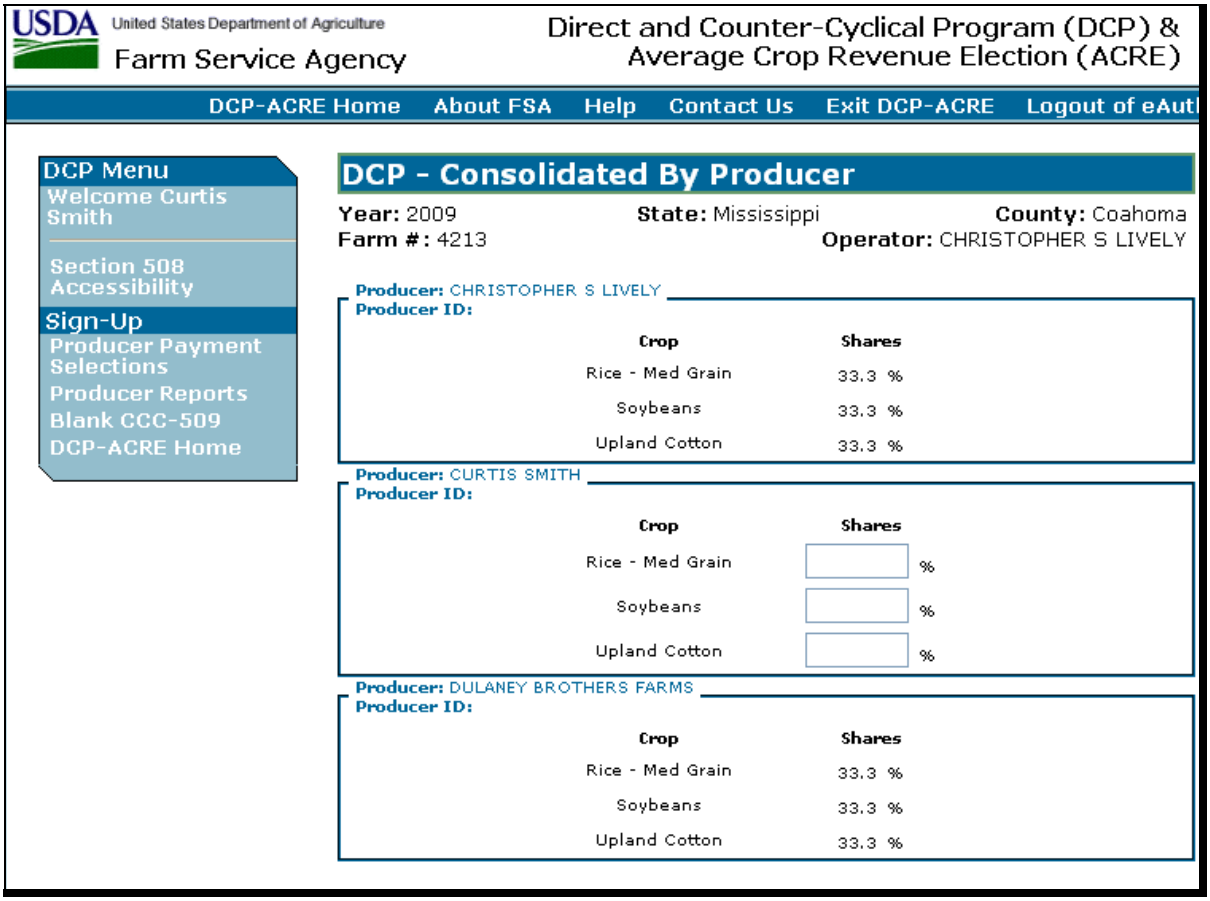
The Consolidated by Producer Screen will be displayed as follows:

- all producer share and payment selection data has been entered on the Assign Producer Shares / Payment Selections Screen
- user clicks “Continue” on the Select Producer(s) – Contract Details Screen **without** any producers being selected to share in CCC-509
- user clicks “Summary by Producer” on the Select Producer(s) – Contract Details Screen.

B Consolidated by Producer Screen

Following is an example of the top of the Consolidated by Producer Screen.

*--



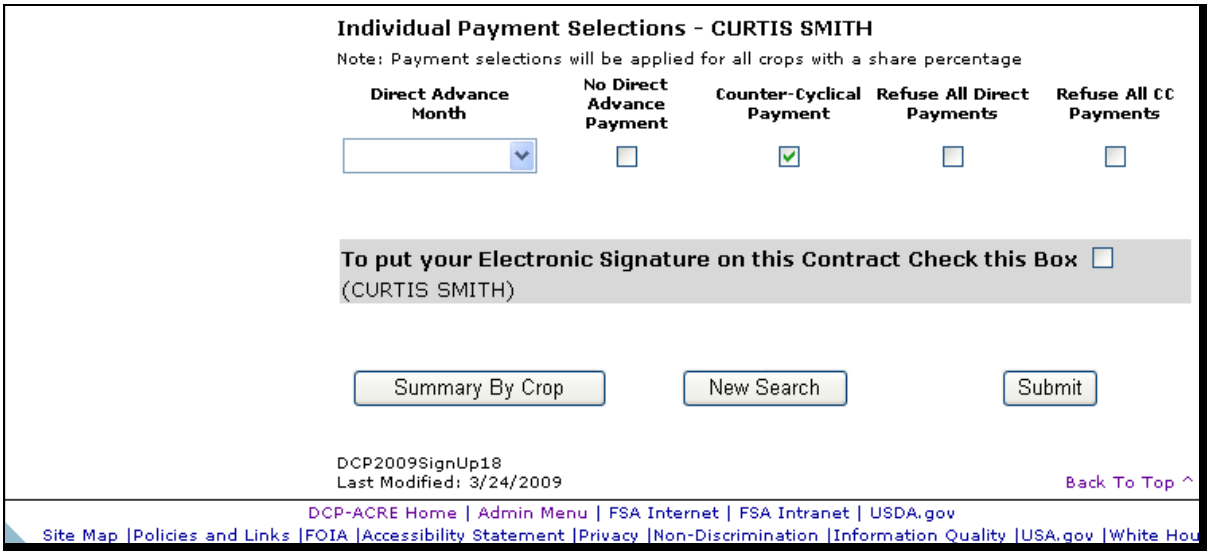
--*

67 Consolidations by Producer (Continued)

B Consolidated by Producer Screen (Continued)

Following is an example of the bottom of the Consolidated by Producer Screen.

*--



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67 Consolidations by Producer (Continued)

C Field Descriptions/Actions

The following provides the field descriptions and actions for the Consolidated by Producer Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm #	Farm number as selected.	
Operator	OP on farm selected.	
Producer	All producers associated with the selected farm.	
Producer ID	Last 4 digits of producer's ID number.	
Crop	All DCP crops associated with the selected farm.	
Shares	Share will be: • displayed, if previously entered • blank, if **not** previously entered. Shares can be entered or revised on this screen.	Enter or revise shares as applicable. Enter share from 1 to 100 percent; 2 decimal places may be entered, if needed. **Example:** Producer A and producer B share 33 1/3 percent and 66 2/3 percent. Shares would be loaded as 33.33 and 66.67 percent. Shares for all crops **must** equal 100 percent **before** the farm can be enrolled or approved.
Payment Selections	Summary of producer payment selections. Data will be: • displayed, if previously entered • blank, if **not** previously entered. Payment selection data may be entered or revised on this screen.	Enter or modify payment selections as applicable. ***--Note:** Advance CC and refuse all CC payments are not applicable to ACRE.**--***
Electronic Signature	Allows producers to sign CCC-509 electronically.	Check (✓) box to electronically sign CCC-509. **Note:** If box is **not** checked (✓), CCC-509 will **not** be considered electronically signed.
Submit	Data is stored. Print Screen will be displayed, see paragraph 69.	
Summary by Crop	Summarizes data by crop instead of by producer, see paragraph 68.	
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	

67 Consolidations by Producer (Continued)

D Producer Notification

If the producer checks (✓) the box to electronically sign CCC-509 and clicks "Submit", the producer will receive an automatic e-mail notification to the e-mail address on file in SCIMS that CCC-509 has been received in the County Office.

Following is an example of the e-mail that will be received by the producer when CCC-509 is submitted:

--**"The 200X (DCP or ACRE) contract you submitted for farm number XXXXX through**--
USDA eDCP has been received.

If you have any questions concerning this contract, please contact the XXXXX County FSA Office. Please do not reply to this e-mail."

The producer will also receive an automatic e-mail notification to the e-mail address that is on file in SCIMS when CCC-509 that was electronically signed is approved by the County Office.

Following is an example of the e-mail that will be received by the producer when the electronically signed CCC-509 is approved:

--**"The 200X (DCP or ACRE) contract you submitted for farm number XXXXX through**--
USDA eDCP has been approved.

If you have any questions concerning this contract, please contact the XXXXX County FSA Office. Please do not reply to this e-mail."

68 Consolidations by Crop

A Overview

The Consolidated by Crop Screen will be displayed when user clicks “Summary by Crop” on either of the following:

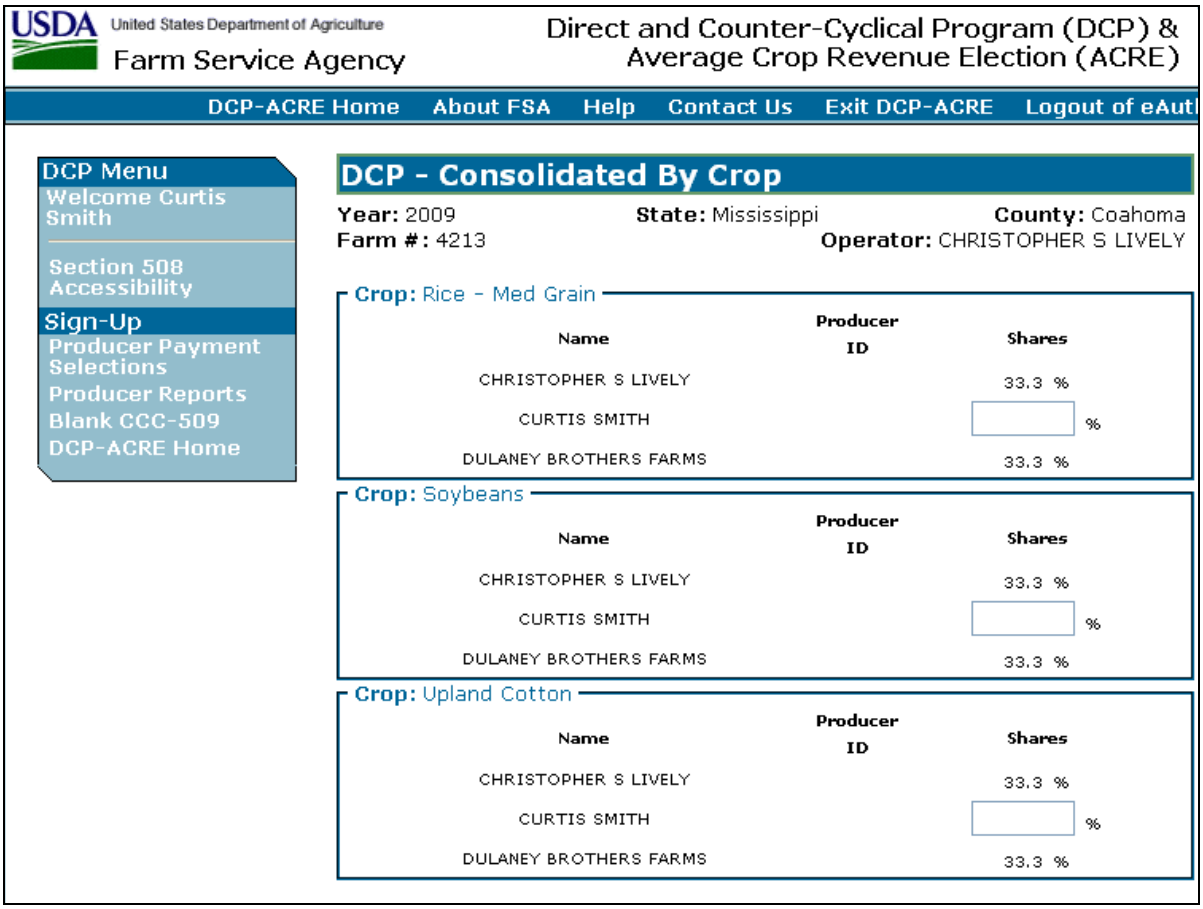
- Select Producer(s) – Contract Details Screen
- Consolidated by Producer Screen.

All the data elements and functions on this summary screen are identical to the data elements and functions on the Consolidated by Producer Screen.

B Consolidated by Crop Screen

Following is an example of the top of the Consolidated by Crop Screen.

*--



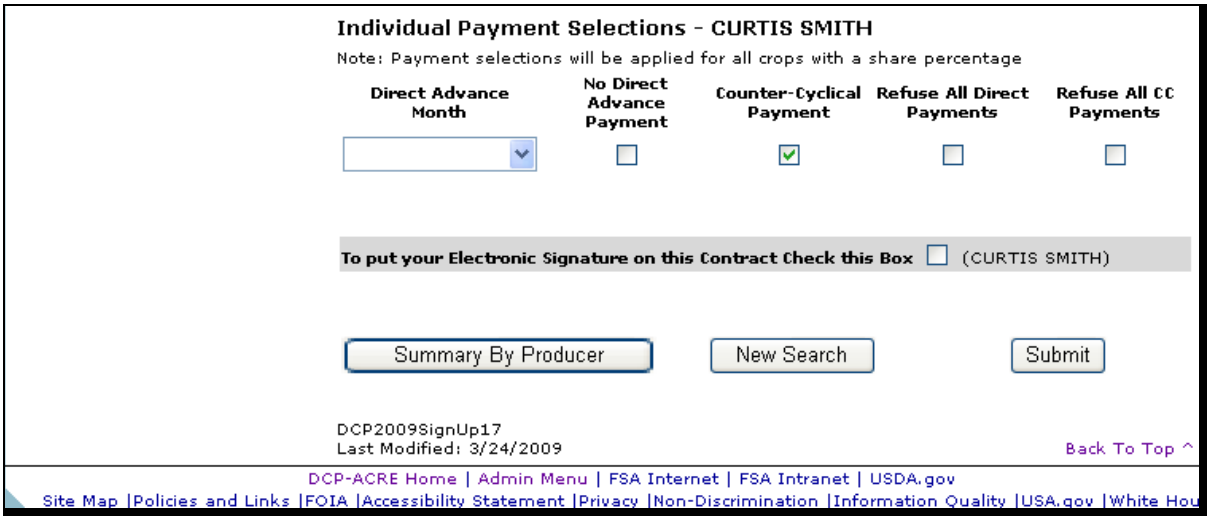
--*

68 Consolidations by Crop (Continued)

B Consolidated by Crop Screen (Continued)

Following is an example of the bottom of the Consolidated by Crop Screen.

*--



--*

Note: CLICK "**Summary by Producer**" to switch to the Consolidated by Producer Screen.

69 Printing

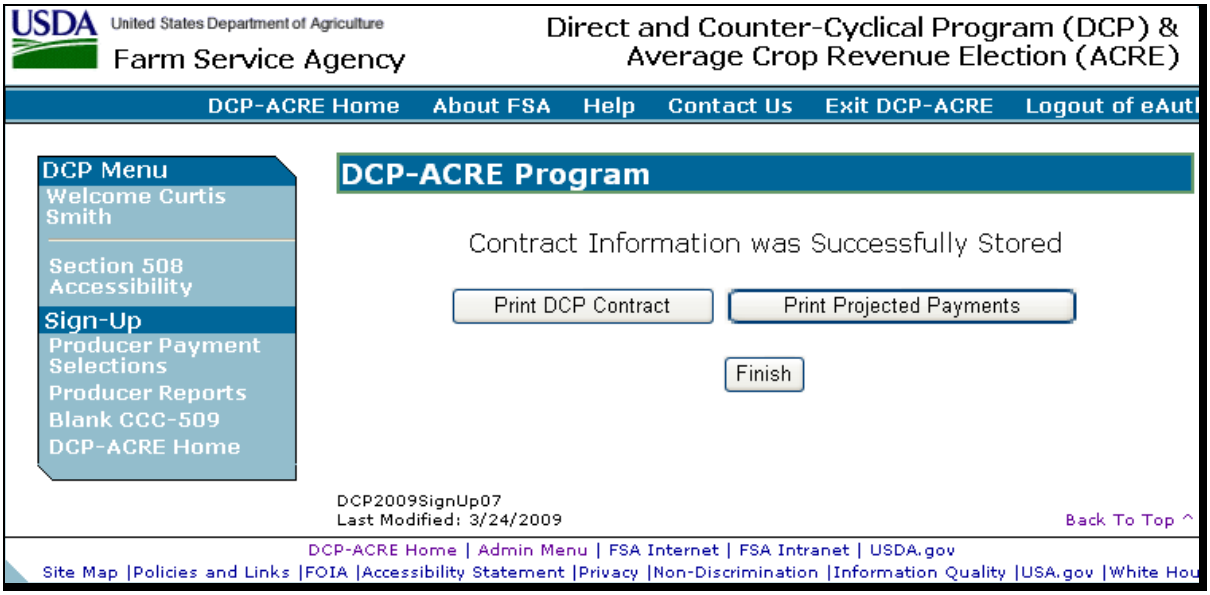
A Overview

The Direct and County Cyclical (DCP) Program, Print Screen will be displayed after CCC-509 is submitted.

B Print Screen

Following is an example of the Print Screen.

*--



--*

C Actions

The Print Screen provides the following options.

IF users click…	THEN…
“Print DCP Contract”	CCC-509 will be displayed in a separate PDF window and users can print from the PDF window.
“Print Projected Payments”	CCC-509B will be displayed in a separate PDF window and users can print from the PDF window.

70 Producer Payment Selections

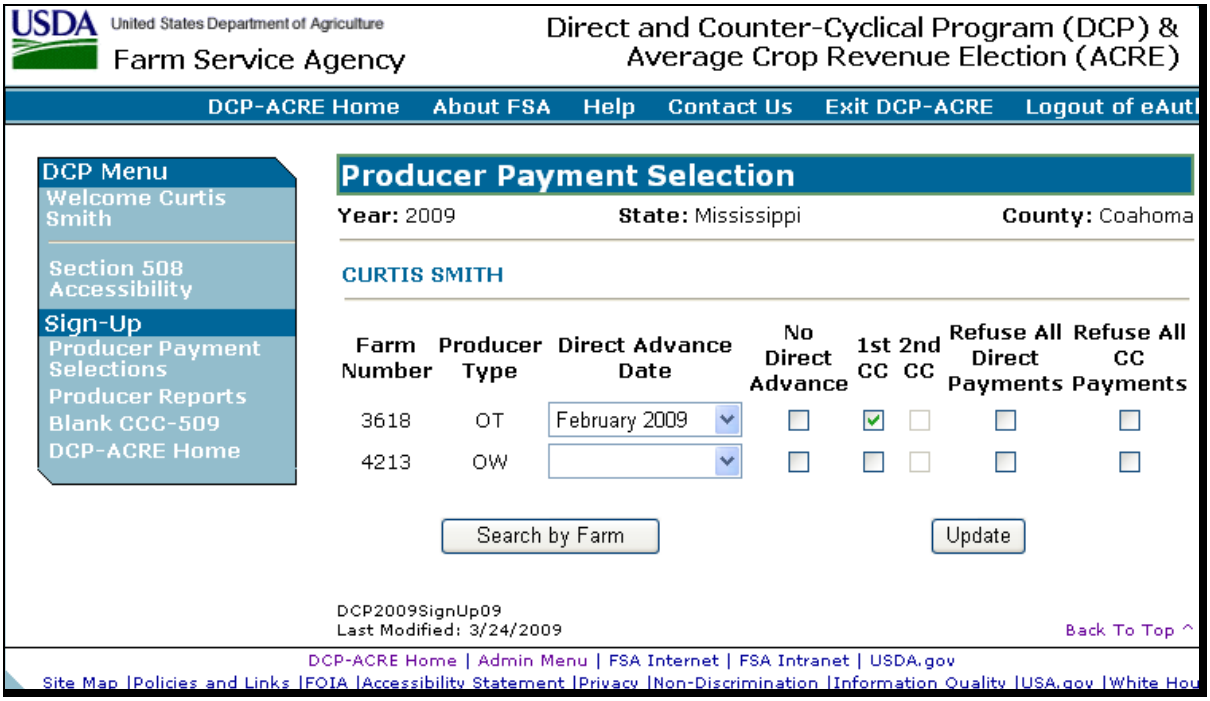
A Overview

The Producer Payment Selection Screen is being provided as a tool for producers to view or update their payment selection data in 1 place. All farms in which the producer has a share greater than zero will be displayed on the screen. To access the Producer Payment Selection Screen, under Sign-Up, click "**Producer Payment Selections**". The Producer Payment Selection Screen will be displayed.

B Producer Payment Selection Screen

Following is an example of the Producer Payment Selection Screen.

*--



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70 Producer Payment Selections (Continued)

C Field Descriptions/Actions

The following provides the field descriptions and actions for the Producer Payment Selection Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Producer	Producer that logged into CCC-509 through eAuthentication.	
Farm Number	All farms on which the producer has shares greater than zero.	
Producer Type	Producers role on the farm from any of the following: • OO • OP • OT • OW.	
Direct Advance Date	Manual entry. Will be populated with previously entered data. Date can be entered or changed and updated from this screen.	Enter or modify date as applicable.
No Direct Advance	Manual entry. A check (✓) will: • be displayed, if producer previously elected **not** to receive direct advance payment • **not** be displayed, if producer previously elected to receive direct advance payment.	Click the box to: • remove check (✓), if producer elects to receive direct advance payment; a direct advance date **must** be entered • add check (✓), if producer elects **not** to receive direct advance payment.
CC	Manual entry. A check (✓) will: • be displayed, if producer previously elected to receive CC advance payment • **not** be displayed, if producer previously elected to **not** receive CC advance payment. ***--Note:** Not applicable to ACRE.**--***	Click the box to: • remove check (✓), if producer elects **not** to receive CC advance payment • add check (✓), if producer has elects to receive CC advance payment.

70 Producer Payment Selections (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
Refuse All Direct Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all direct payments • **not** be displayed, if producer previously elected to **not** refuse all direct payments.	Click the box to: • remove check (✓), if producer elects to **not** refuse all direct payments • add check (✓), if producer elects to refuse all direct payments.
Refuse All CC Payments	Manual entry. A check (✓) will: • be displayed, if producer previously elected to refuse all CC payments • **not** be displayed, if producer previously elected to **not** refuse all CC payments. ***--Note:** Not applicable to ACRE.--*	Click the box to: • remove check (✓), if producer elects to **not** refuse all CC payments • add check (✓), if producer elects to refuse all CC payments.
Search by Farm	Search by Farm Screen will be displayed.	
Update	Producer payment selection data will be updated.	

71 Producer Reports

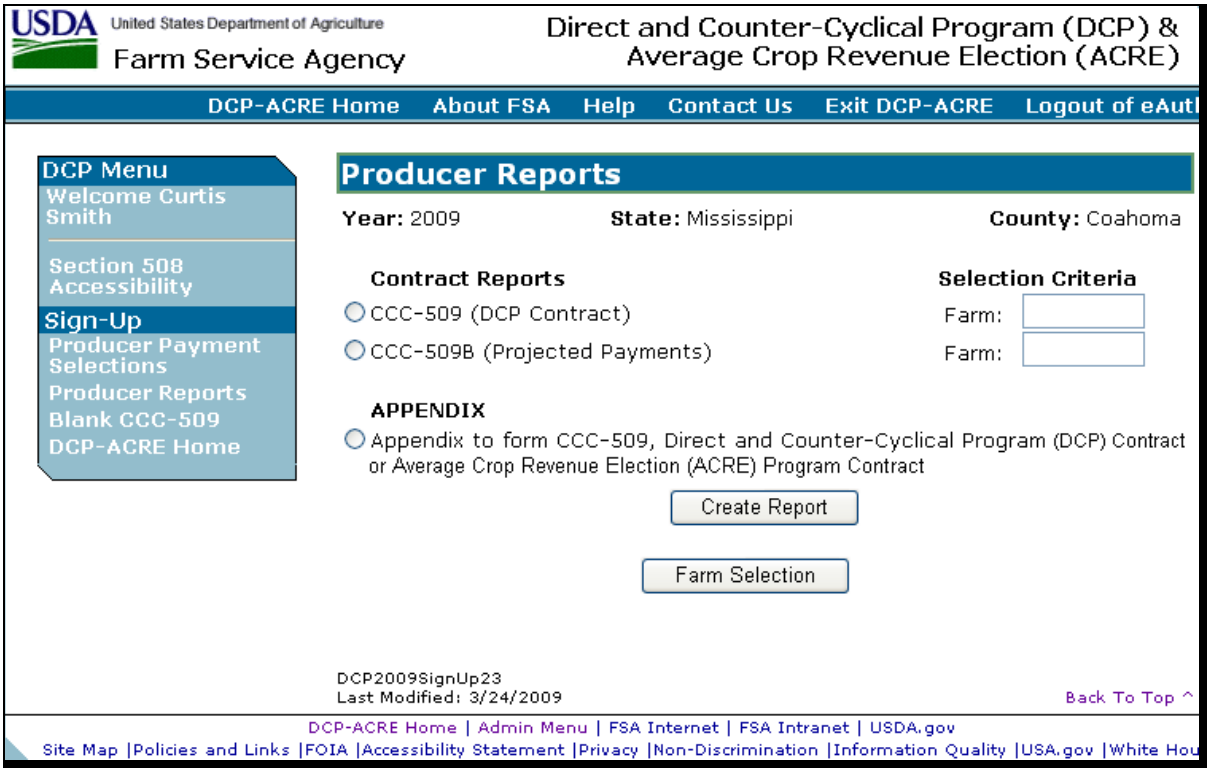
A Overview

Several standard reports are available for producers to use as tools for DCP signup. To access the Producer Reports Menu, under Sign-Up, CLICK "**Producer Reports**".

B Reports Screen

Following is an example of the Producer Reports Screen.

*--



--*

71 Producer Reports (Continued)

C Report Descriptions

The following provides the report, action required, and data elements on the report. Only 1 report can be created at a time. Reports will be displayed in PDF with an option to print.

Report	Action	Result
CCC-509	Select report and enter farm number.	Pre-filled CCC-509 will be displayed. **Note:** The text size in Internet Explorer **must** be set to medium for CCC-509 to print properly. To change the text size, open Internet Explorer and click following: • "**View**" • "**Text Size**" • "**medium**".
CCC-509B	Select report and enter farm number.	CCC-509B will be displayed.
Appendix to CCC-509, Direct and Counter-Cyclical *****--Program (DCP) Contract and Average Crop Revenue Election (ACRE) Program Contract--*****	Select report.	CCC-509 terms and conditions will be displayed.

72-85 (Reserved)

Part 3 (Reserved)

86-150 (Reserved)

*--Part 4 ACRE Elections

151 Overview

A Basic Information

ACRE election software is intuitive web-based software with a centralized database. ACRE elections will be updated by:

- County Office employees
- State Office employees that have requested access to ACRE election

  Note: All State and County Office employees that have requested access to ACRE election will be able to load a nationwide customer service application, which means that any users can load ACRE elections for any customer nationwide.

- FSA customers with Internet access and eAuthentication level 2 security access (see Section 3 for additional information).

  Notes: FSA customers will **not** be able make modifications to ACRE elections that have been submitted. All ACRE election modifications **must** be processed by the FSA County Office.

  FSA customers with eAuthentication level 2 security accesses **and** a representative role established in RLMS may have the ability to view and modify ACRE elections on behalf of the customer they are representing.

ACRE election software will read farm and tract maintenance files.

In this part, user means County Office employees and producers **except** where specifically noted.**--***

152-160 (Reserved)

*--Section 1 County Office Access

161 County Office Access to ACRE Election Web Site

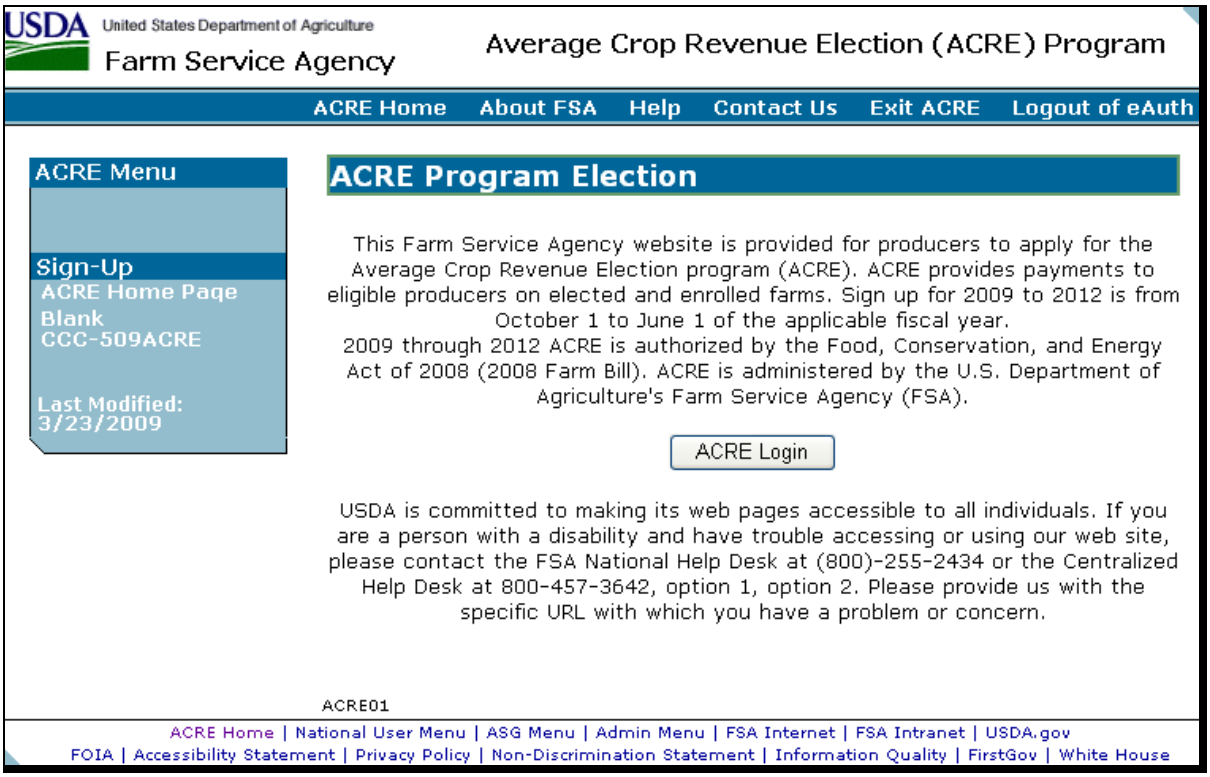
A Accessing the ACRE Election Web Site

Access the ACRE Election Home Page from the FSA Applications Intranet web site at **http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html**. Under "Production Adjustment & Disaster Programs", CLICK, "**ACRE Election**".

Note: Internet Explorer shall be used when accessing the ACRE election Home Page.

B ACRE Program Election Login Screen

After users click "ACRE Election", users will be prompted with the following login screen. CLICK "**ACRE Login**" to continue.



--*

*--161 County Office Access to ACRE Election Web Site (Continued)

C USDA eAuthentication Warning Screen

After users click “ACRE Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “**Continue**” to proceed or “**Cancel**” to end the process.

--*

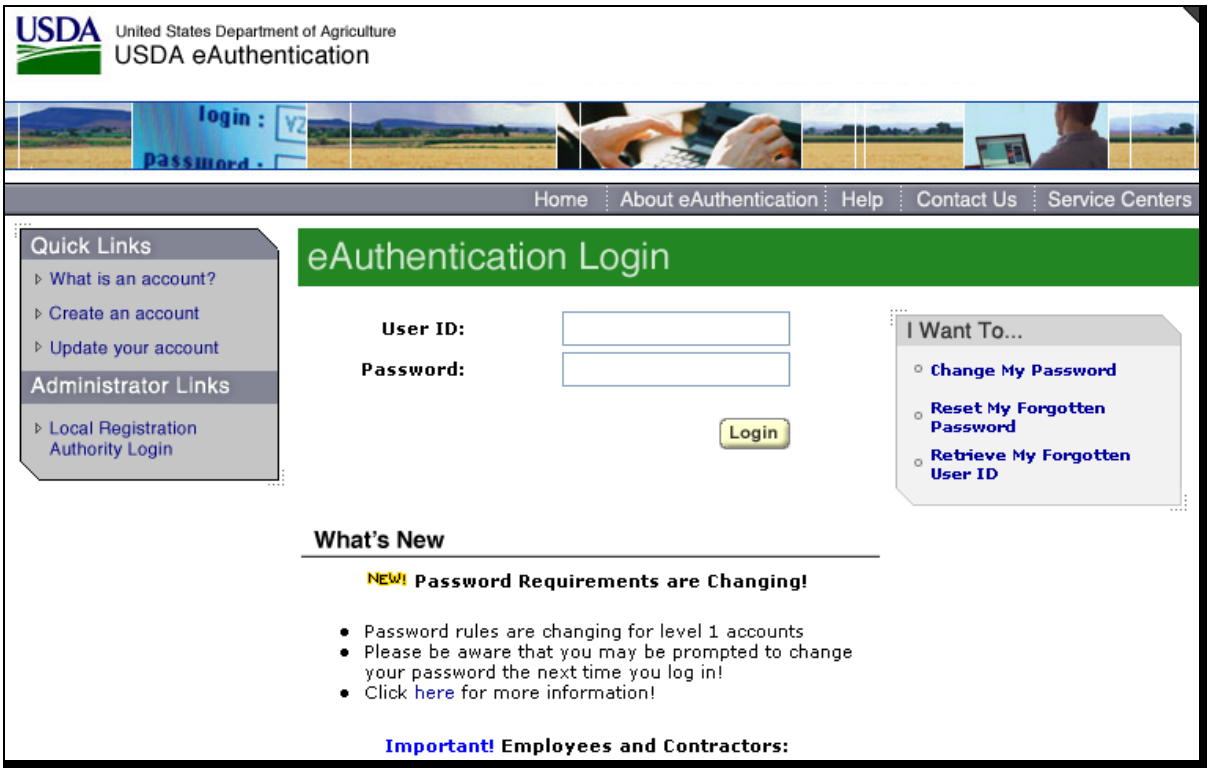
*--161 County Office Access to ACRE Election Web Site (Continued)

D eAuthentication Login Screen

On the eAuthentication Login Screen, users **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK "**Login**".

The ACRE Program Election Screen will be displayed.



--*

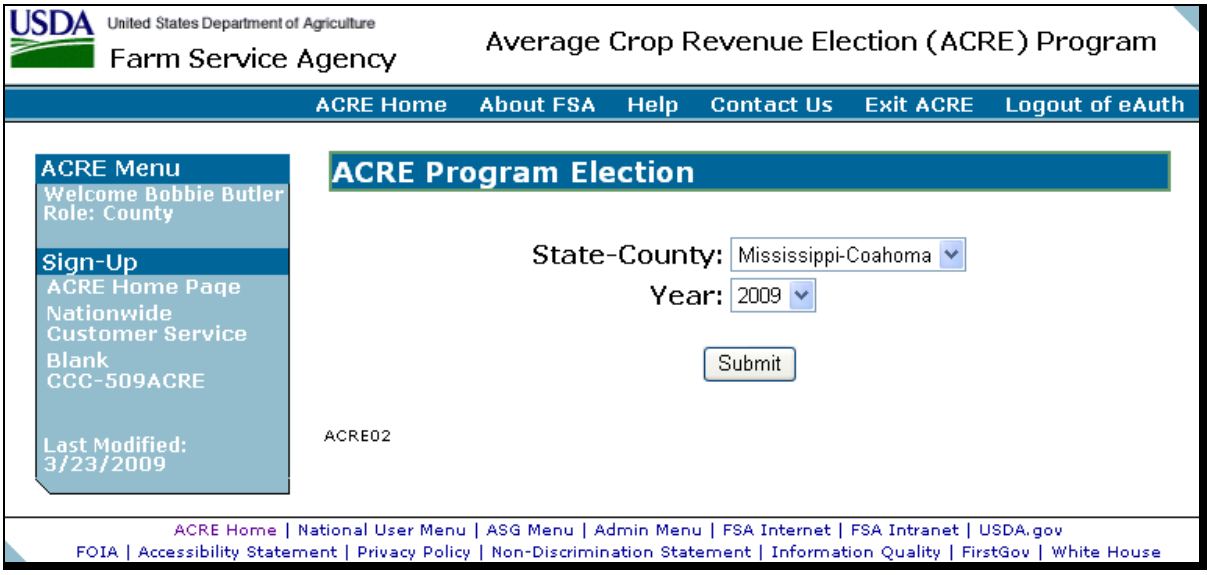
*--162 ACRE Program Elections

A Overview

Once users are logged in and authenticated, users must select a State, county, and program year to process ACRE elections in their home counties. Under “Sign-Up”, if users click “Nationwide Customer Service”, users can take an ACRE election for a producer from any Service Center nationwide. See paragraph 171 for more information on Nationwide Customer Service access.

B ACRE Program Election Screen

Following is an example of the ACRE Program Election Screen.



C Action

Use drop-down menus to select the applicable:

- State/county
- crop year.

CLICK “**Submit**”. The Search by Producer or Farm Screen will be displayed.**--***

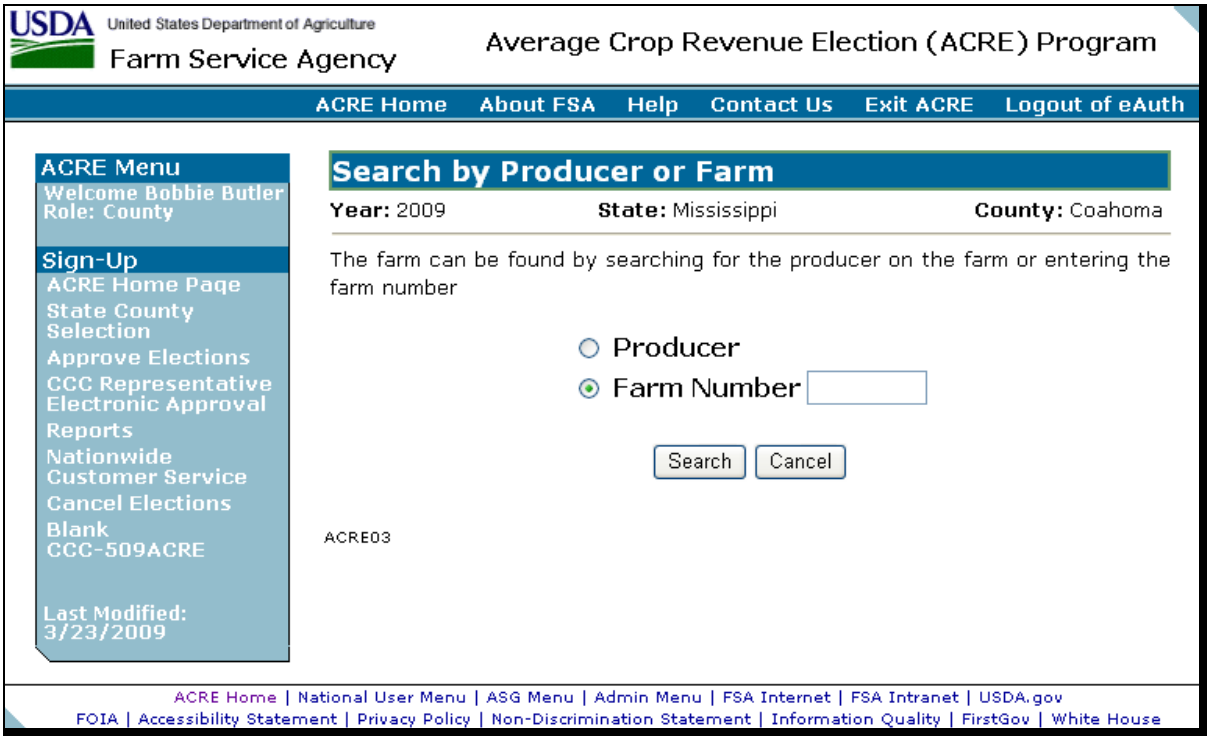
*--163 Searching by Producer or Farm

A Overview

Once users have selected the State/county and year, the Search by Producer or Farm Screen will be displayed. The Search by Producer or Farm Screen allows users to access a farm by producer or by the specific farm number.

B Search by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen.



--*

***--163 Searching by Producer or Farm (Continued)**

C Action

To access an ACRE election by a specific producer:

- CLICK "**Producer**"
- CLICK "**Search**".

The SCIMS Customer Search Screen will be displayed (paragraph 164).

Note: This option **must** be taken when **any** producer information has changed after the ACRE election has been initiated. Search for the producer who has changed and the ACRE election will be automatically updated with that producer's information.

To access an ACRE election by a specific farm number:

- CLICK "**Farm Number**"
- enter the applicable farm number
- CLICK "**Search**".

The Producer Signatures Screen will be displayed (paragraph 166).

Note: Taking this option will **not** update producer information that has changed since the ACRE election was initiated. If any producer information has changed since the ACRE election was initiated, take the option to search by producer (see subparagraph B for additional information).**--***

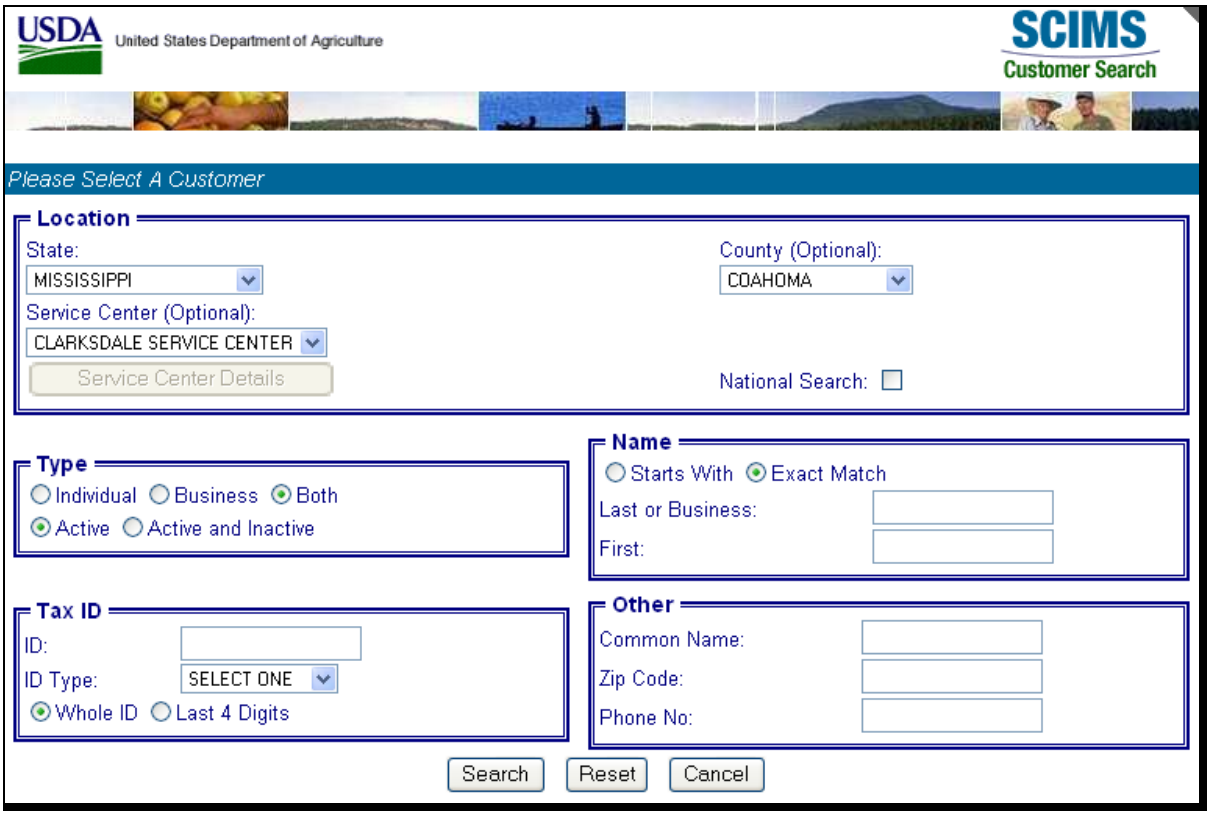
*--164 SCIMS Customer Searches

A Overview

If users access an ACRE election by specific producer, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.



Users **must** select customers based on search results by clicking the applicable producer. Once a producer is selected, the Farm Selection Screen will be displayed (paragraph 165).--*

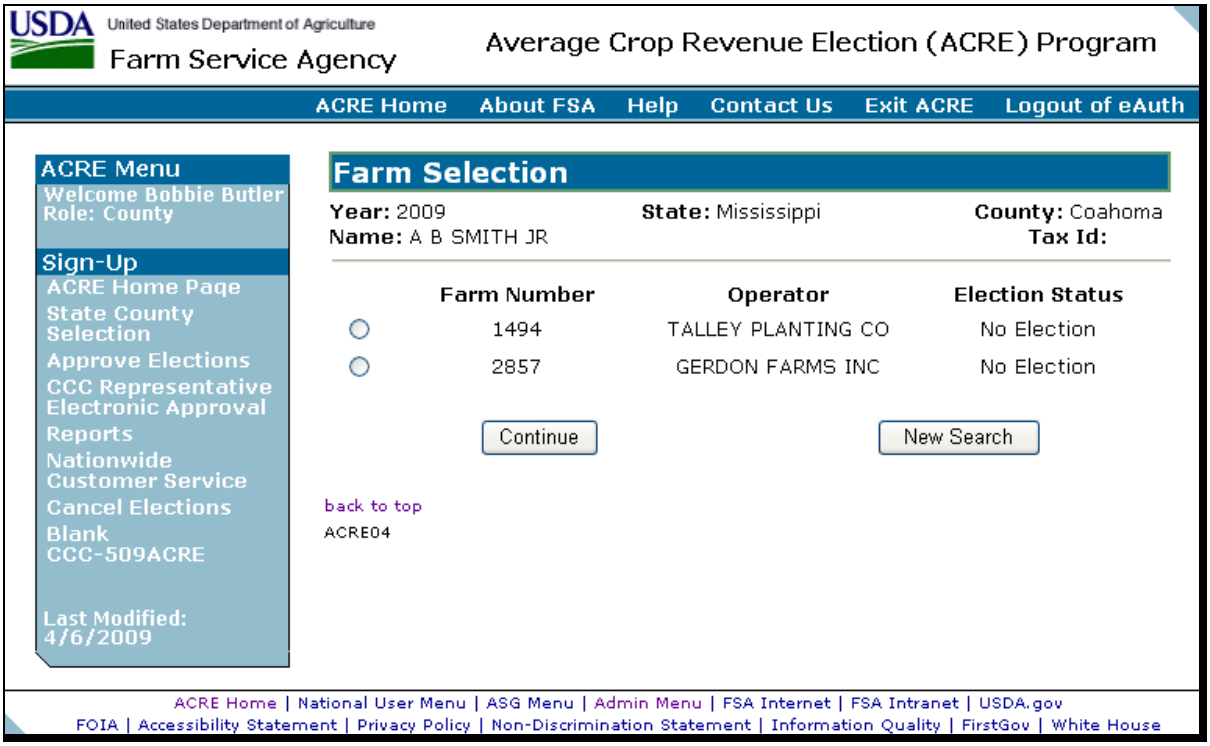
*--165 Farm Selections

A Overview

Once a producer has been selected, the Farm Selection Screen will be displayed with the farm numbers, operator name, and contract status for each farm associated with the selected producer.

B Farm Selection Screen

Following is an example of the Farm Selection Screen.



C Options

Following is an explanation of the options available on this screen.

Option	Result
New Search	Search by Producer or Farm Screen will be displayed.
Continue	After selecting the applicable election to update, CLICK "**Continue**". **Only** 1 farm can be selected at a time. The Producer Signatures Screen will be displayed (paragraph 166).

--*

*--166 Producer Signatures

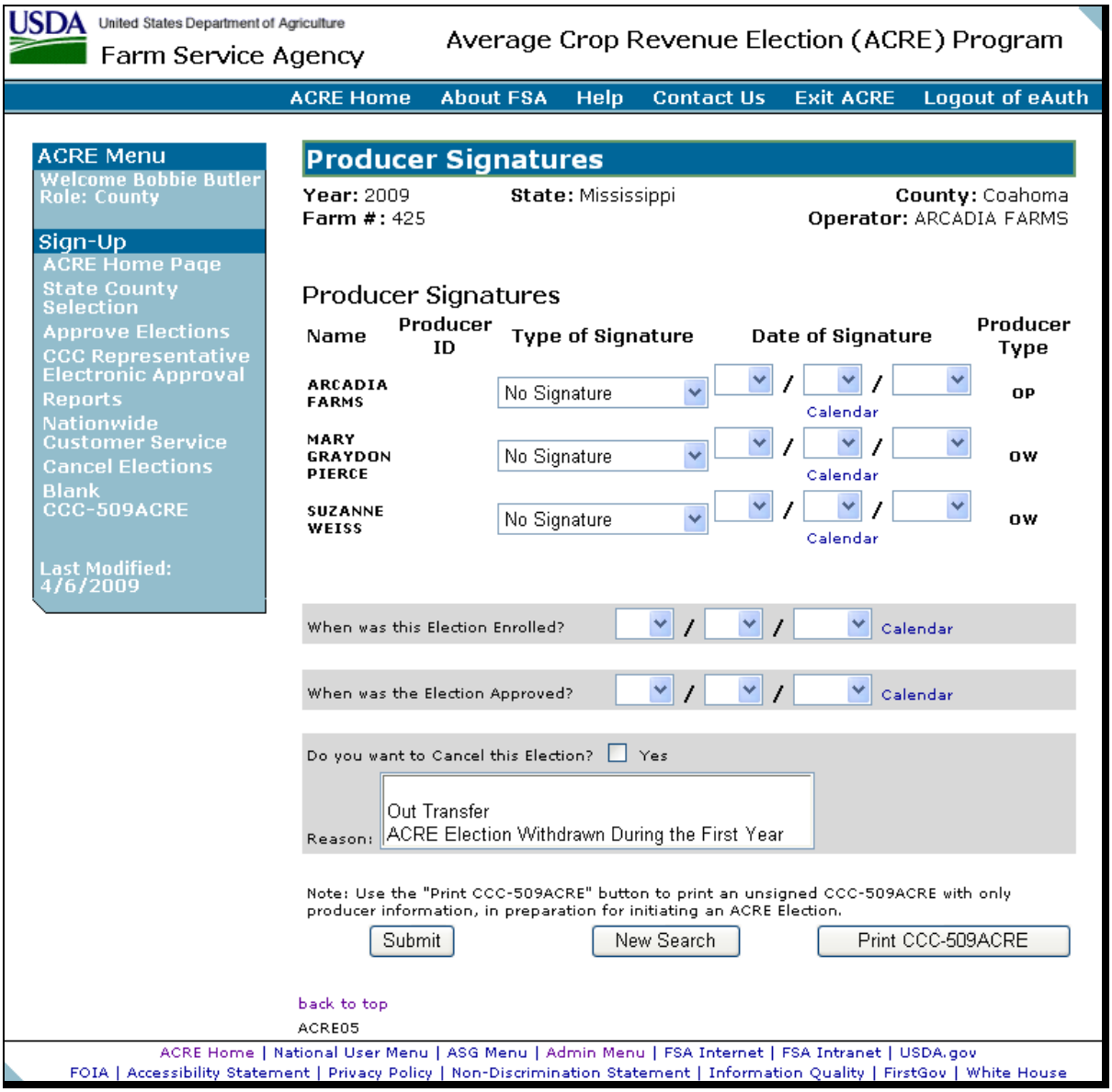
A Overview

The Producer Signatures Screen will be displayed when, on the:

- Search by Producer of Farm Screen, a valid farm number has been entered and users click "Continue"
- Farm Selection Screen, a farm has been selected and users click "Continue".

B Producer Signatures Screen

Following is an example of the Producer Signatures Screen.



--*

***--166 Producer Signatures (Continued)**

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Producer Signatures Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm number as selected.	
Operator	Operator on farm selected.	
Producer Name	All producers associated with the selected farm will be listed. This is a tool to keep track of signatures received for each ACRE election. Producers are **not** authorized to update producer signature information.	
Type of Signature	Manual selection. The type of signature provided by the producer. The system will update electronic signatures (see subparagraph C for signature types).	ACRE elections **cannot** be enrolled or approved until **all** signatures have been received. **Note:** Type of signature shall **only** be updated when the producer actually signs and dates CCC-509ACRE.
Date of Signature	Manual entry.	Enter date the producer signed the contract.
Producer Type	Producer type of the producer; such as OW, OP, OO, or OT.	
When was this Election Enrolled?	Manual entry. Producers are **not** authorized to enter ACRE election enrollment dates.	Enter the date that the last producer signature was received. **Note:** All producers **must** sign **before** an enrollment date can be entered (see subparagraph C for signature type validations).

--*

***--166 Producer Signatures (Continued)**

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
When was this Election Approved?	Manual entry. Approval date can also be entered through Multiple Approval Process (paragraph 168). Producers are **not** authorized to enter contract approval dates.	Enter COC approval date. Approval date: • can **only** be entered if **all** signatures have been received • will automatically be removed if changes are made to the election after approval date has been entered. **Note:** County Offices shall **not** approve elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.
Do you want to Cancel this election?	Manual entry. Producers are **not** authorized to: • cancel a contract • reinstate a contract on a canceled farm.	Click "Yes", if the contract is to be canceled.
Cancel Reasons	Manual entry.	The following reasons are provided when canceling a contract. A reason **must** be selected if the contract is canceled. • Out Transfer • ACRE Election Withdrawn During the First Year. **Note:** An ACRE election can **only** be withdrawn on or before June 1 of the first year of the election. After June 1 of the first year of the election, this cancellation reason will no longer be available for selection.

--*

***--166 Producer Signatures (Continued)**

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print screen is displayed.	
Print CCC-509ACRE	Prints CCC-509ACRE for producer's signature.	Click to print CCC-509ACRE **before** signature dates have been loaded. **Note:** This button will **not** be available after a signature date is loaded and updated.

D Signature Types and Validations

The following provides the applicable signature types and validations.

Signature Type	Validations
No signature (default)	Do **not** enter a signature date **unless** the producer has signed.
Paper	Enter date producer signed ACRE election.
FAX	Enter date producer signed ACRE election.
Electronic (system updated)	When a producer signs electronically, the signature type will be updated by the system to electronic. The signature date will also be automatically updated.
Signature Not On Original Election	This signature type shall **only** be used in the following situations: • a reconstitution is completed after June 1 and 1 or more new producers are added to the new farms during the reconstitution; use this signature type for the new producers **only** • the farm is in-transferred after June 1 and 1 or more new producers are added to the farm when it is transferred; use this signature type for the new producers **only**. No signature date is required for this signature type.

--*

*--167 Automatic ACRE Election Cancellation When Farm Maintenance Is Modified

A Overview

ACRE election software reads farm and tract records for operators, owners, and other producers. ACRE election will be automatically canceled if **any** of the following changes are completed on or before June 1 of the first year of the election:

- adding new operator to the farm
- removing an owner from the farm
- adding an owner to the farm
- removing an other producer from the farm
- adding an other producer to the farm
- farm reconstitution.

Note: After June 1 of the first year of the election, **no** automatic cancellations will occur.

B Action

County Offices shall:

- initiate new ACRE election
- obtain applicable producers signatures
- provide new ACRE election to COC for approval.

C Report

A report to identify contracts that have been canceled is provided on the Reports Menu. Farm records modification will be listed as the cancel reason.**--***

*--168 CCC-509ACRE Approval Process

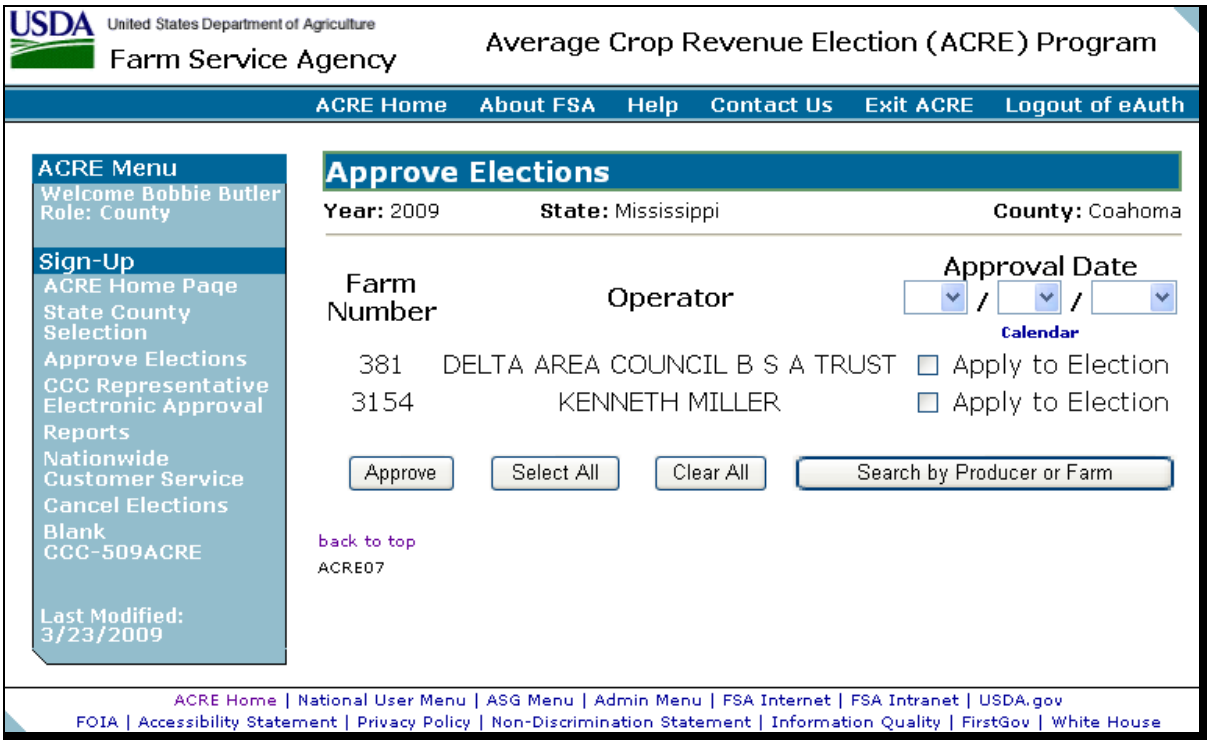
A Overview

A process to enter the same approval date to multiple ACRE elections has been provided in the web-based software. To access the multiple approval process, under "Sign-Up", CLICK "**Approve Elections**".

Note: The approval date can also be entered by specific farm number on the Producer Signatures Screen.

B Approve Elections Screen

Following is an example of the Approve Elections Screen.



--*

*--168 CCC-509ACRE Approval Process (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Elections Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers meeting the criteria in subparagraph D will be displayed.	
Operator	Operator associated with each farm.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable ACRE elections. **Only** 1 date can be entered at a time.
Apply to Election	Manual entry.	CHECK (✓) "**Apply to Election**" for each ACRE election to which the approval date applies.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All ACRE elections on the screen will be selected. The system places a check (✓) in the box in front of each farm number.	
Clear All	All ACRE elections that have been selected to be included in multiple approvals will be deselected.	
Approve	Applies the approval date to all ACRE elections that have been selected. Search by Producer or Farm Screen will be displayed.	

--*

***--168 CCC-509ACRE Approval Process (Continued)**

D Criteria for Being Included in Multiple Approval Process

The following criteria **must** be met for the farm to be included in the multiple approval process:

- **all** applicable signature types and dates **must** be entered for **all** producers
- enrollment date **must** be entered.

Notes: Producers are **not** authorized to update approval dates.

E Representative Signatures

Electronic representative signatures shall only be accepted for individuals who have the authority to sign on behalf of an entity or another individual based on documentation considered acceptable according to 1-CM.

County Offices shall **not** approve ACRE elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.

Example 1: John Smith is maintained in RLMS with a representative role of Corporation Agent for Smith Farms Inc. John Smith was given signature authority through an FSA-211; therefore, John Smith **shall** be allowed to electronically sign the ACRE election for Smith Farms Inc.

Example 2: Bob Jones is maintained in RLMS with a representative role of General Partnership Agent for Jones and Sons Partnership. Bob Jones is listed in the articles of partnership showing that he is a general partner or member of the partnership; therefore, Bob Jones **shall** be allowed to electronically sign the ACRE election for Jones and Sons Partnership.**--***

*--169 CCC Representative Electronic Approvals

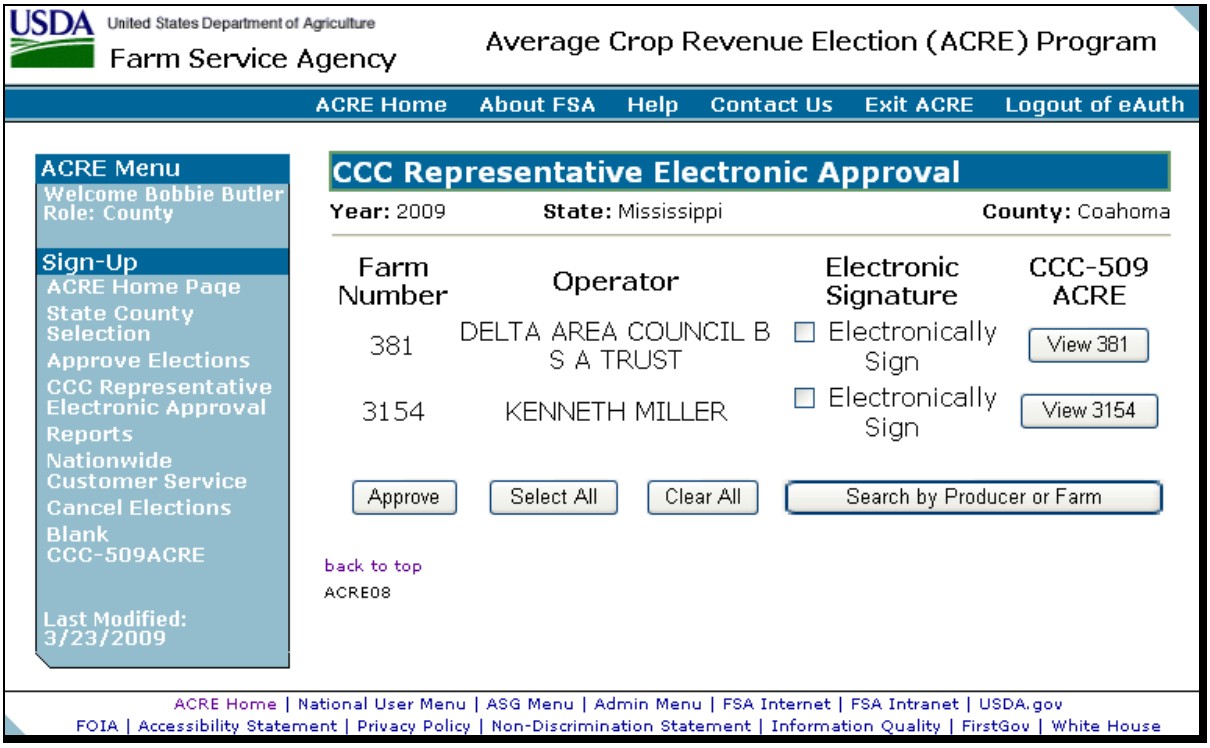
A Overview

An electronic approval process has been provided. All FSA County Office employees will have access to the CCC Representative Electronic Approval process; however, **only employees that are designated to approve CCC-509ACRE's shall access and electronically approve**.

The approving official's name will be printed in the CCC representative signature block and the system date will be entered for the approval date.

B CCC Representative Electronic Approval Screen

Following is an example of the CCC Representative Electronic Approval Screen.



--*

*--169 CCC Representative Electronic Approvals (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph D.	
Operator	Operator associated with each farm.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall CHECK (✓) "Electronically Sign" when electronically approving the farm CCC-509ACRE.
CCC-509ACRE/ View ### (### is farm number)	Provides for electronically viewing the farms CCC-509ACRE.	CLICK "View ###" to electronically view CCC-509ACRE. **Note:** This is **only** a pre-approved view. The approvers name and date will **not** be displayed through this view option.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All ACRE elections on the Approve Contracts Screen will be selected. The system places a CHECK (✓) in front of each farm number.	
Clear All	All ACRE elections that have been selected to be included in the electronic approval process will be deselected.	
Approve	Applies the system date to all ACRE elections that have been selected to be electronically approved. Search by Producer or Farm Screen will be displayed.	

--*

***--169 CCC Representative Electronic Approvals (Continued)**

D Criteria for Being Included in Multiple Approval Process

The following criteria **must** be met for the farm to be included in the multiple approval process:

- **all** signature types and dates **must** be entered for **all** producers
- enrollment date **must** be entered.

E Representative Signatures

Electronic representative signatures shall **only** be accepted for individuals who have the authority to sign on behalf of an entity or another individual based on documentation considered acceptable according to 1-CM.

CCC representatives shall **not** approve ACRE elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.

Example 1: John Smith is maintained in RLMS with a representative role of Corporation Agent for Smith Farms Inc. John Smith was given signature authority through an FSA-211; therefore, John Smith **shall** be allowed to electronically sign the ACRE election for Smith Farms Inc.

Example 2: Bob Jones is maintained in RLMS with a representative role of General Partnership Agent for Jones and Sons Partnership. Bob Jones is listed in the articles of partnership showing that he is a general partner or member of the partnership; therefore, Bob Jones **shall** be allowed to electronically sign the ACRE election for Jones and Sons Partnership.**--***

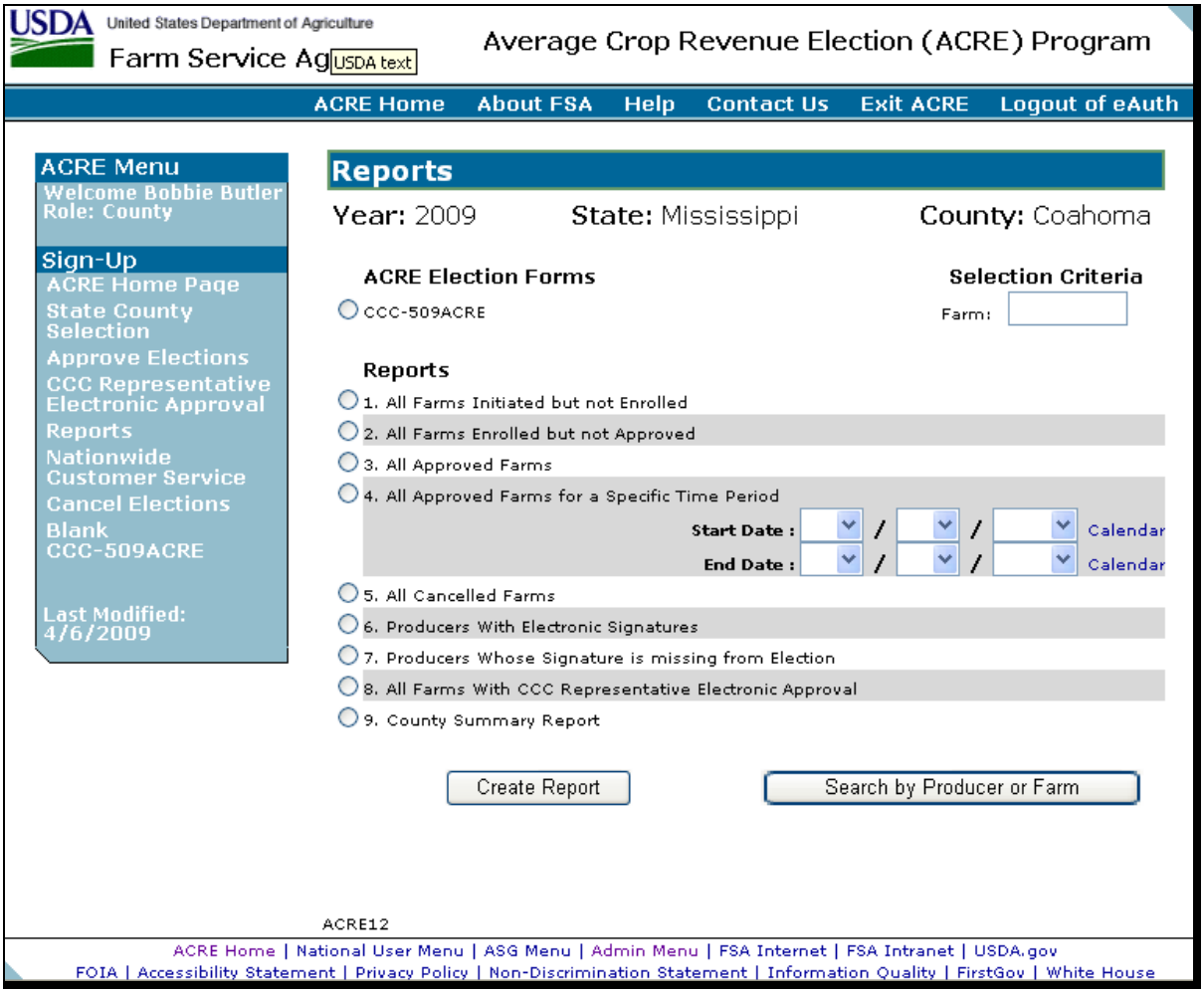
*--170 Reports

A Overview

Several standard reports are available for County Offices to use as tools for ACRE election. To access the Reports Menu, Under “Sign-Up”, CLICK “**Reports**”.

B Reports Screen

Following is an example of the Reports Screen.



Note: Reports will be displayed in an Acrobat Reader window with the option to print.**--***

***--170 Reports (Continued)**

C Report Descriptions

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time. The report will be displayed in Acrobat Reader and can be printed if needed.

Note: All reports, **except** CCC-509ACRE are run against a reporting database; therefore, the reports will print data that was updated as of the previous workday.

Report	Action	Result
CCC-509ACRE	Select report and enter farm number.	Pre-filled CCC-509ACRE will be displayed. **Note:** The text size in Internet Explorer **must** be set to **medium** for CCC-509ACRE to print properly. To change the text size, CLICK the following: • "**Internet Explorer**" • "**View**" • "**Text Size**" • "**Medium**".
All Farms Initiated but Not Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated, but have **not** been enrolled.
All Farms Enrolled but Not Approved	Select report.	Report will be displayed identifying all farms that have an enrollment date entered, but have **not** been approved.
All Approved Farms	Select report.	Report will be displayed identifying all approved farms.
All Approved Farms for a Specific Time Period.	Select report and enter start and end dates.	Report will be displayed identifying all farms that were approved within the selected dates.
All Canceled Farms	Select report.	Report will be displayed identifying all farms that have been canceled by a County Office user or by farm maintenance changes.
Producers with Electronic Signature	Select report.	Report will be displayed with all producers that have electronically signed CCC-509ACRE.
Producers Whose Signature is Missing From Report	Select report.	Report will be displayed identifying all farms that are missing producer signatures. Report prints the producers on each farm that are missing signatures.
All Farms With CCC Representative Electronic Approval	Select report.	Report will be displayed identifying farms that have been approved through the CCC Representative Electronic Approval Process.
County Summary Report	Select report.	Report will be displayed providing a summary of ACRE election information in the county selected.

--*

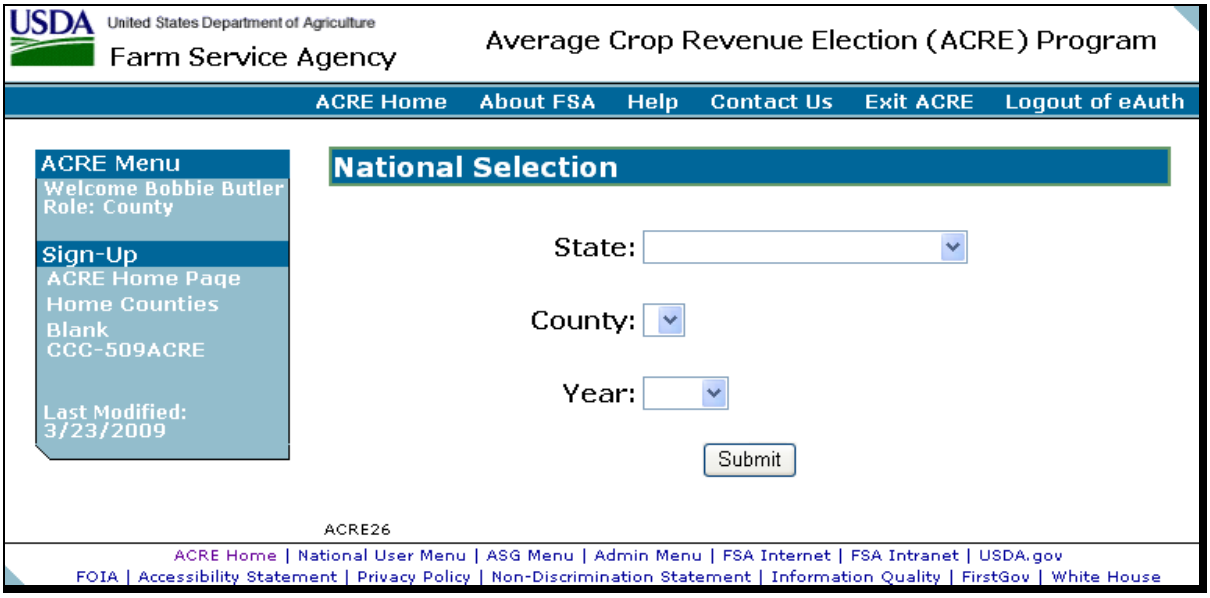
*--171 Nationwide Customer Service

A County Office User Access

ACRE election software automatically allows for nationwide customer service for County Office users. Under "Sign-Up", if users click "Nationwide Customer Service", users can take an ACRE election for a producer from any Service Center nationwide. This service will be extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide applications will have limited authority.

B National Selection Screen

To access nationwide customer service, under "Sign-Up", CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed. Following is an example of the National Selection Screen.



The following table provides the fields, descriptions, and actions for the National Selection Screen.

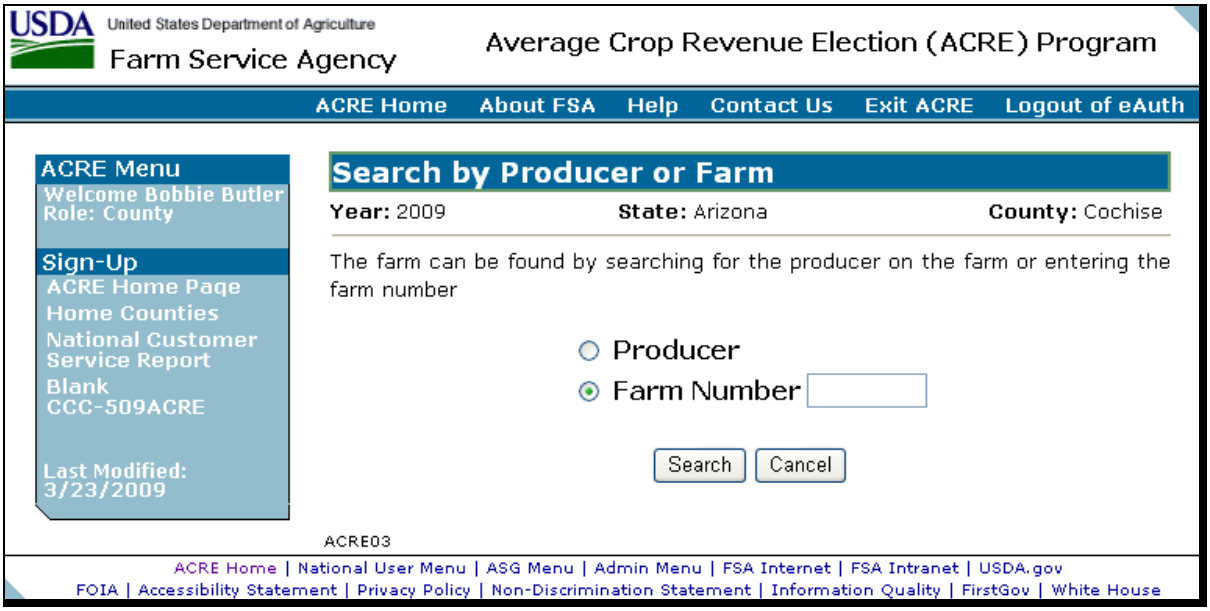
Field/Button	Description	Action
State	Drop-down menu with State names.	Select the applicable State. Only 1 State can be selected at a time.
County	Drop-down menu with the county names applicable to the State that was selected.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down menu with program years.	Select the applicable program year.
Submit	Search by Producer or Farm Screen will be displayed.	

--*

***--171 Nationwide Customer Service (Continued)**

C Search by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen that will be displayed when selecting Nationwide Customer Service.



To switch back to user's home county, under "Sign-Up", CLICK "**Home Counties**".

The functionality of the Search by Producer or Farm Screen in the Nationwide Customer Service Section is the same as ACRE elections being loaded in the home county. See paragraph 163 for searching by producer or by farm number. Once a farm has been selected, the Producer Signatures Screen will be displayed.**--***

***--171 Nationwide Customer Service (Continued)**

D Producer Signatures Screen

The functionality of the Producer Signatures Screen in the Nationwide Customer Service Section is the same as ACRE elections being loaded in the home county, with the following exceptions:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- contract **cannot** be canceled.

All of these activities **must** be done in the producer's home county.

E County Office Action

County Offices that process nationwide customer service ACRE elections **must**:

- immediately FAX a copy of the signed CCC-509ACRE to the producer's home county
- mail the original signed CCC-509ACRE to the producer's home county
- maintain a copy of the signed CCC-509ACRE.**--***

*--172 Canceling Elections by Farm

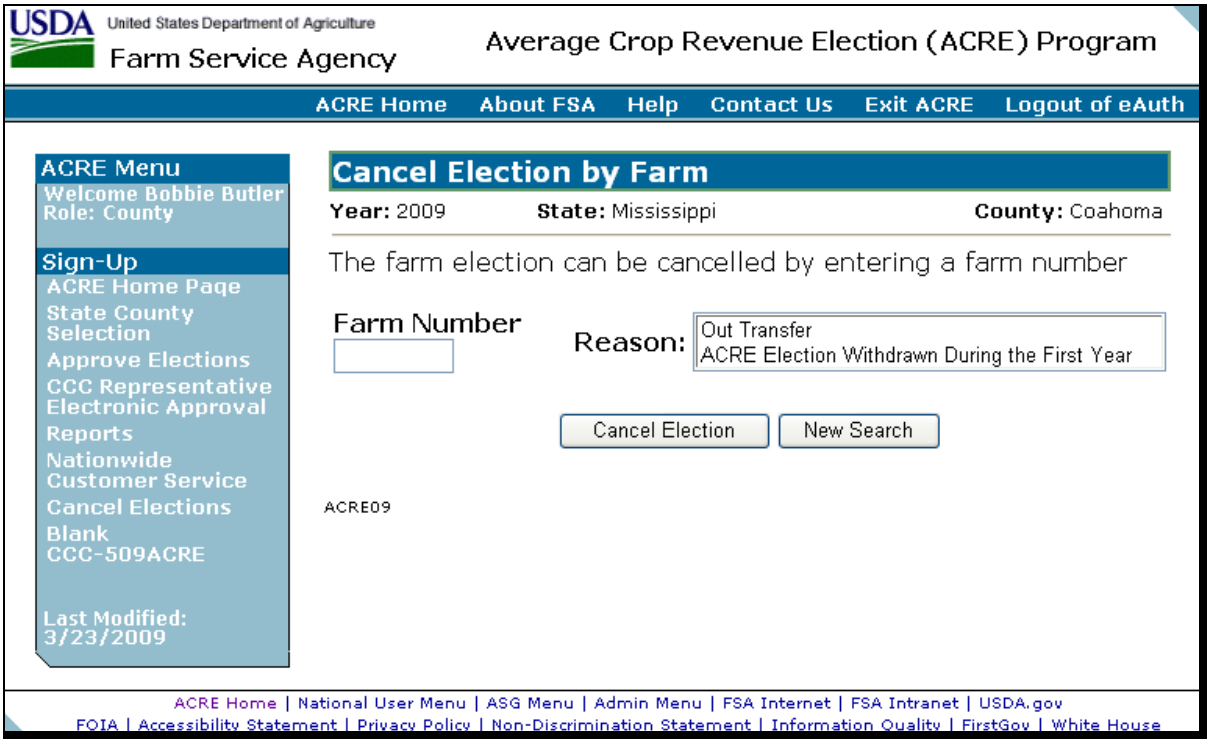
A Overview

A process to cancel an ACRE election **without** having to access the election is available in the web-based software. To access the ACRE election cancellation process, under "Sign-Up", CLICK "**Cancel Elections**".

Note: ACRE elections can also be canceled on the Producer Signatures Screen.

B Cancel Election by Farm Screen

Following is an example of the Cancel Election by Farm Screen.



--*

*--172 Canceling Elections by Farm (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Cancel Election by Farm Screen.

Field Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Manual entry.	Enter the farm number of the ACRE election to be canceled.
Reason	Manual entry.	The following reasons are provided when canceling an ACRE election. One of the following reasons **must** be selected if the ACRE election is canceled: • Out Transfer • Producer Withdrawn During the First Year. **Note:** An ACRE election can **only** be withdrawn on or before June 1 of the first year of the election. After June 1 of the first year of the election, this cancellation reason will **no** longer be available for selection.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by Producer or Farm Screen will be displayed.	
Cancel Election	ACRE election is canceled. Election Canceled Screen will be displayed.	

--*

173-182 (Reserved)

*--Section 2 State Office Access

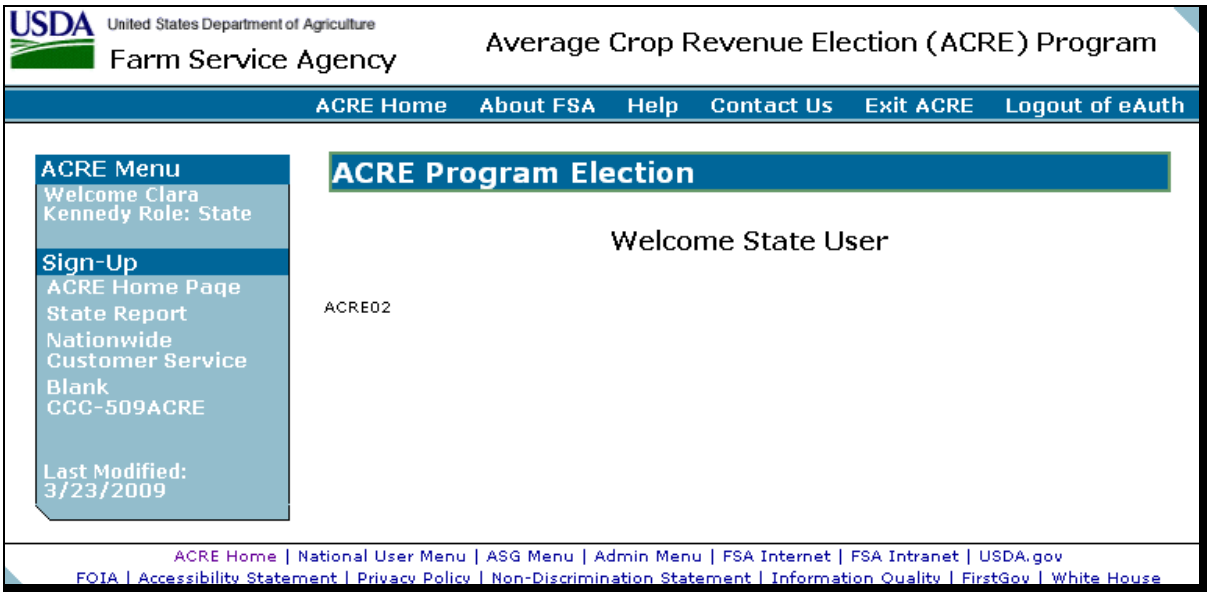
183 State Office Access to ACRE Election Web Site

A Accessing the ACRE Election Web Site

State Office users shall access web-based ACRE election software according to paragraph 161. After entering an eAuthentication user ID and password, the ACRE Program Election Screen will be displayed.

B ACRE Program Election Screen

Following is an example of the ACRE Program Election Screen with the message, "Welcome State User".



--*

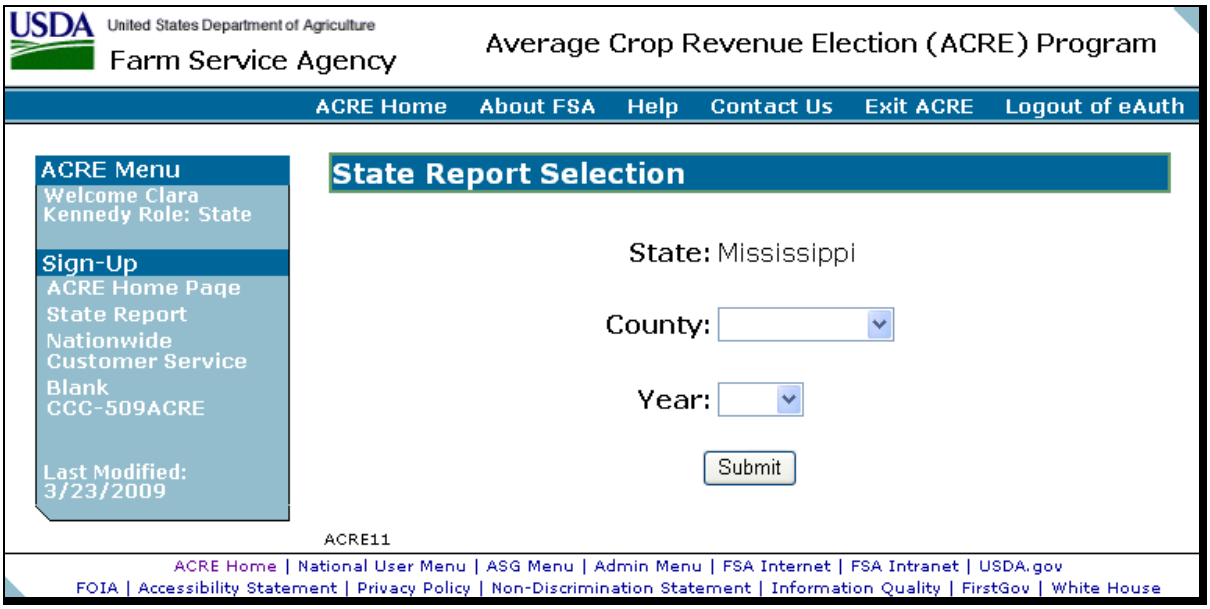
*--184 State Report Selections

A Overview

State Office users will **only** have access to State Office reports **unless** they request and receive Nationwide Customer Service access according to paragraph 186 or State Office administrative access according to paragraph 50. To access State Office reports, under "Sign-Up", CLICK "**State Report**". The State Report Selection Screen will be displayed.

B State Report Selection Screen

Following is an example of the State Report Selection Screen.



C Field Descriptions and Actions

The following table provides field descriptions and actions that can be taken on the State Report Selection Screen.

Field/Button	Description	Action
State	The State associated with the user.	
County	Drop-down menu with the county names applicable to the user's State.	Select the applicable county. **Only** 1 county can be selected at a time.
Year	Drop-down menu with program years.	Select the applicable program year.
Submit	State Reports Screen will be displayed.	

--*

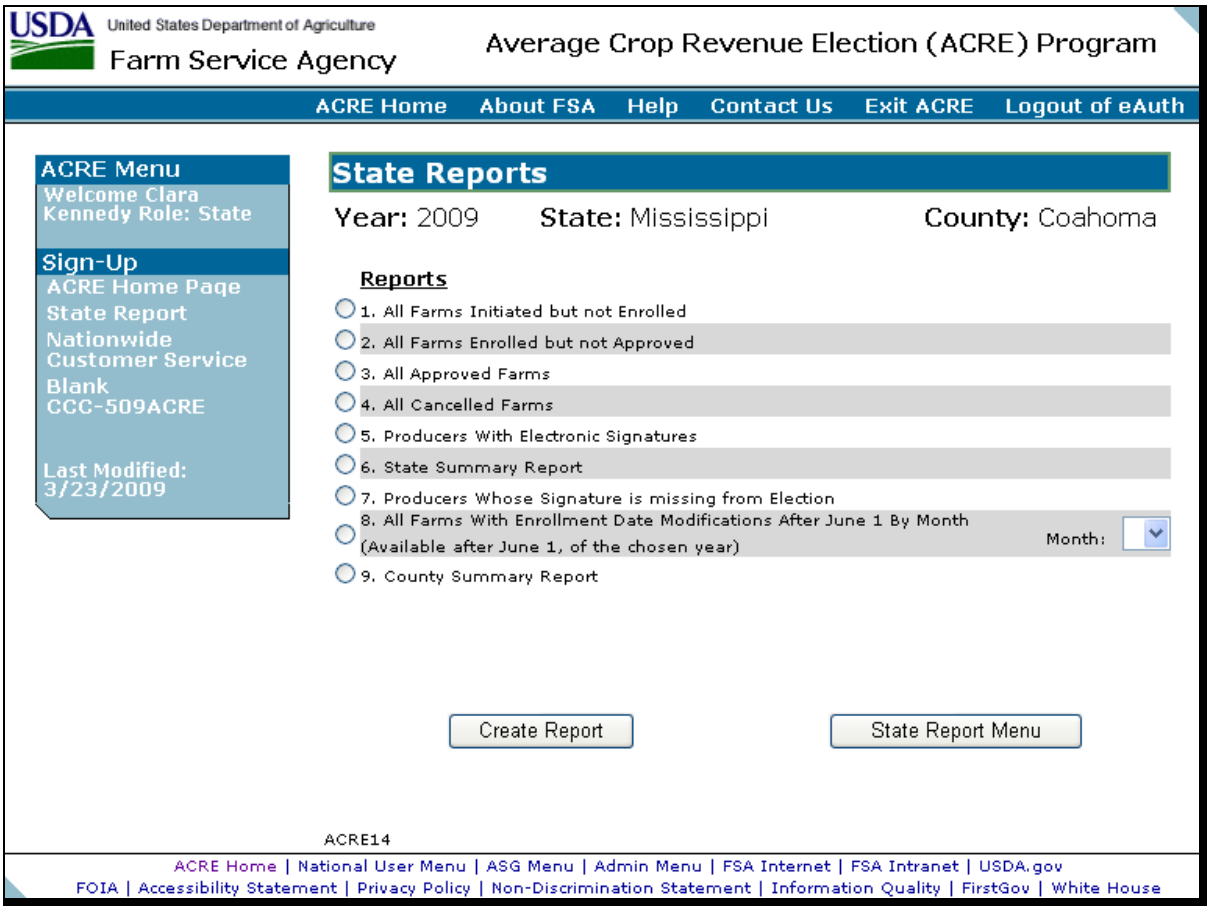
*--185 State Reports

A Overview

Several standard reports are available for State Office users to use as tools for assisting County Offices with ACRE elections. On the State Report Selection Screen (paragraph 184), after users select a county and year and CLICK "**Submit**", the State Reports Screen will be displayed.

B State Reports Screen

Following is an example of the State Reports Screen.



--*

***--185 State Reports (Continued)**

C Description of Reports

The following table provides descriptions of each of available reports. **Only** 1 report can be created at a time. The report will be displayed in an Acrobat Reader window and can be printed, if needed.

Note: All State reports are run against a reporting database; therefore, the reports will print data that was updated as of the previous workday.

IF user selects the following report...	**THEN the following will be displayed...**
All Farms Initiated But Not Enrolled	all farms that have been initiated, but have **not** been enrolled in the county selected on the State Report Selection Screen.
All Farms Enrolled But Not Approved	all farms that have an enrollment date entered, but have **not** been approved in the county selected on the State Report Selection Screen.
All Approved Farms	all approved farms in the county selected on the State Report Selection Screen.
All Cancelled Farms	all farms that have been canceled by a County Office user or by farm maintenance changes in the county selected on the State Report Selection Screen.
Producers With Electronic Signatures	all producers that have electronically signed CCC-509ACRE in the county selected on the State Report Selection Screen.
State Summary Report	a summary count of CCC-509ACRE's that are initiated, enrolled, approved, cancelled, and have electronic signatures for each county in the State.
Producers Whose Signature is Missing From Contract	all farms that are missing producer signatures in the county selected on the State Report Selection Screen.
All Farms With Enrollment Date Modifications After June 1 by Month **Note:** Select a county and a month.	all farms that had an enrollment date modified during the month selected in the county selected on the State Report Selection Screen.
County Summary Report	a summary count of eligible farms and CCC-509ACRE's that are initiated, enrolled, and approved in the county selected on the State Report Selection Screen.

--*

*--186 Nationwide Customer Service

A Requesting Access

State Office users shall request access to ACRE election nationwide customer service according to the following:

- provide the National Office with all State employees who are to have access, and include the following:

  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID

- FAX information to 202-720-0051, Attn: Neeru Gulati

  Note: Include on the FAX that the request is for ACRE election State Office user Nationwide Customer Service access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

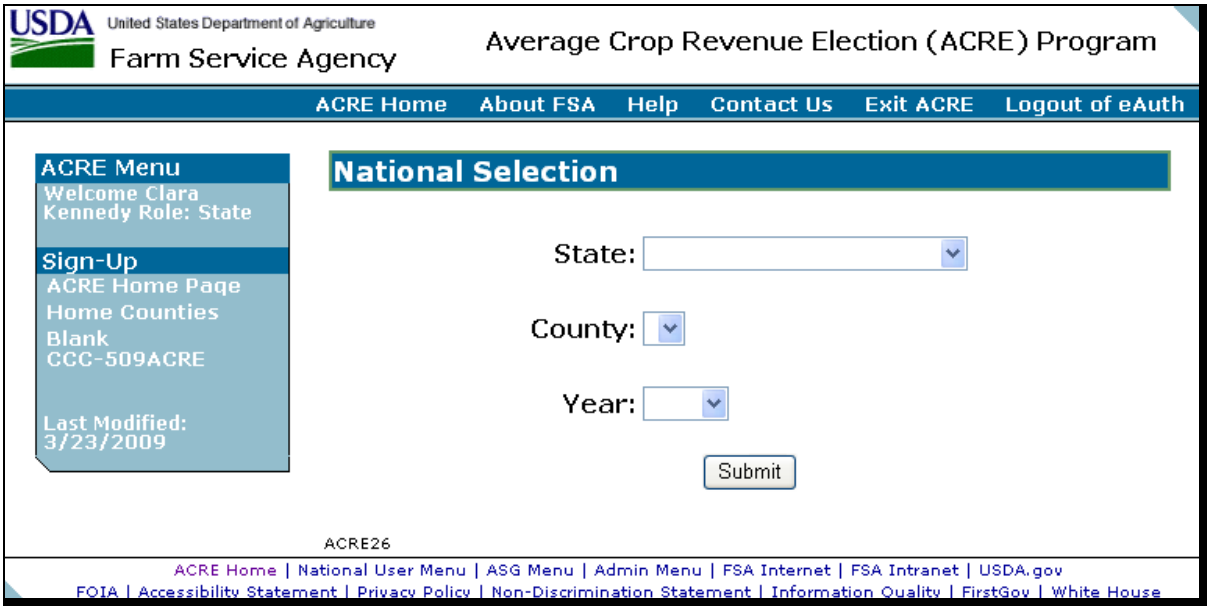
Note: Additional employees can be added at any time by requesting access according to this subparagraph.

To access nationwide customer service, under "Sign-Up", CLICK "**Nationwide Customer Service**". The National Selection Screen will be displayed.**--***

*--186 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.



C Accessing Nationwide Customer Service

State Office users that request access according to subparagraph A, shall access Nationwide Customer Service according to paragraph 171.--*

187-196 (Reserved)

*--Section 3 Producer Access

197 Producer Access to eACRE

A Overview

eACRE allows producers to sign an ACRE election online. Producers can sign and submit their ACRE elections from any computer with Internet access. Producers **no** longer have to travel to their local FSA office to complete these tasks and can view and print out submitted ACRE elections at any time.

The voluntary service is available to all producers who are eligible to participate in ACRE. ACRE election is offered as an additional ACRE election enrollment option. Producers can still choose to complete their ACRE elections in person at the County Office. This service does **not** alter **any** ACRE election provisions. For instance, for a farm to be enrolled in ACRE election, **all** owners and producers on the farm **must** still sign an ACRE election.

B ACRE Election Benefits

The easy-to-use eACRE service offers many advantages for ACRE participants, as follows:

- provides flexibility to complete ACRE elections 24 hours a day, 7 days a week
- eliminates or reduces travel time to the County Office
- reduces paperwork
- offers quick access to ACRE elections and other program information
- speeds up ACRE election processing time at County Offices
- maintains all data in a central location
- protects private information through strict security measures.

C Obtaining an eAuthentication Account

To use the eACRE service, a producer **must** have an active USDA eAuthentication Level 2 account that allows producers to complete the online transactions and, if they choose, to electronically sign their ACRE election. To obtain this account, producers shall do the following:

- complete the online registration located at **http://www.eauth.egov.usda.gov**
- visit their local County Office for identity verification.

If the producer has previously completed these steps, **no** action is needed.**--***

*--197 Producer Access to eACRE (Continued)

D Accessing eACRE

Producers shall access eACRE by going to **www.fsa.usda.gov/egov/edcp_default.htm**. The Online Services Screen will be displayed. Producer shall do the following:

- CLICK "Electronic ACRE Election Service"; the ACRE Election Online Services Screen will be displayed
- CLICK "Access ACRE Election Service"; the USDA eAuthentication Warning Screen will be displayed
- CLICK "**Continue**" to proceed or "**Cancel**" to end the process.

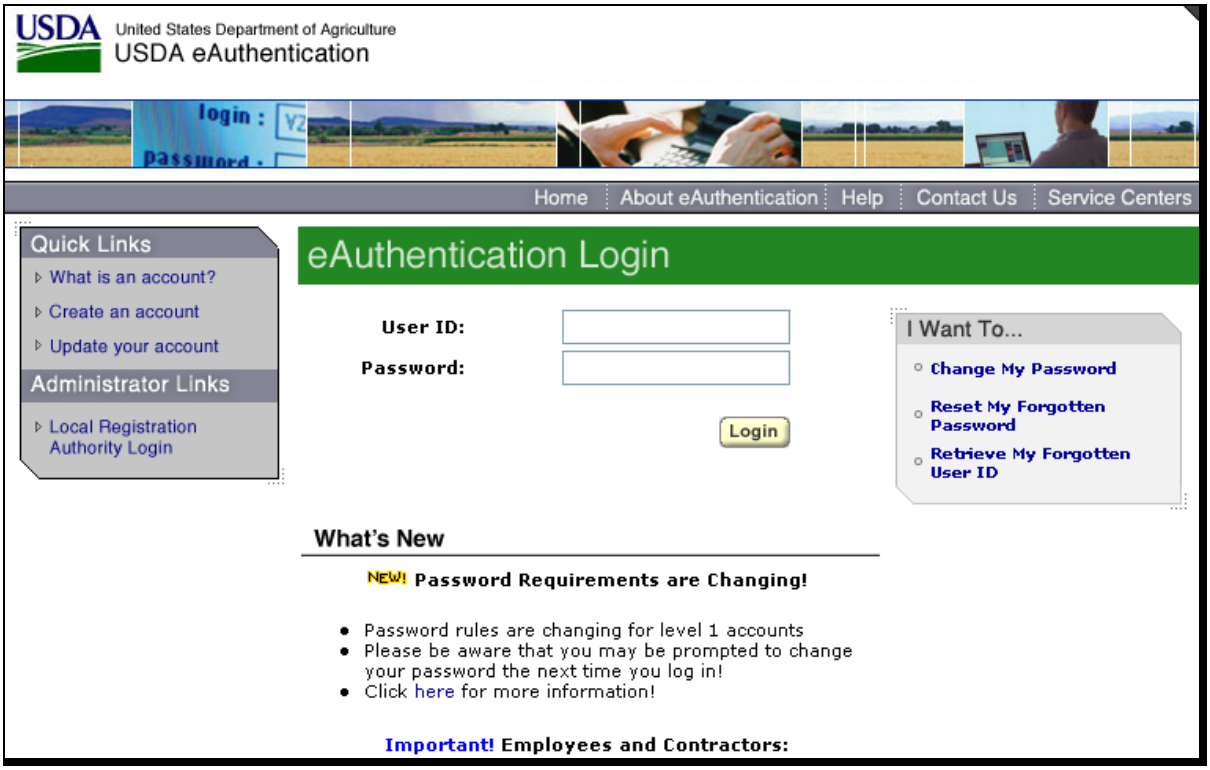
Note: Internet Explorer shall be used when accessing eACRE.--*

*--197 Producer Access to eACRE (Continued)

D Accessing eACRE (Continued)

Producers **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- CLICK "**Login**".



--*

*--198 State, County, and Year Selection

A Overview

Immediately after a producer's eAuthentication information has been accepted, the ACRE Program Election Screen will be displayed. The ACRE Program Election Screen provides producers with the ability to select the following:

- State and county that contains the ACRE election to be updated

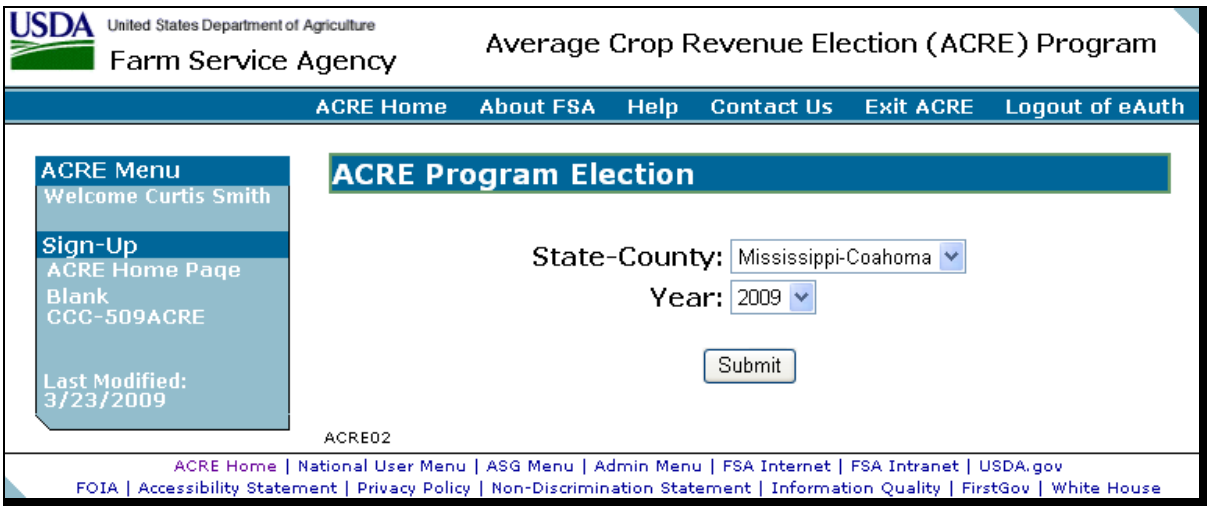
  Note: The drop-down menu will **only** contain counties in which the producer is associated to an eligible farm.

- year of the ACRE election to be viewed/updated.

  Note: **Only** the current year can be updated. All prior years will be displayed in view-only mode.

B ACRE Program Election Screen

Following is an example of the ACRE Program Election Screen.



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***--198 State, County, and Year Selection (Continued)**

C Field Descriptions

The following table provides the fields that are available on the ACRE Program Election Screen.

Field/Button	Description	Action
State-County	Drop-down menu that lists State and County Offices in which a producer is associated to an eligible farm.	Select the State and county that contains the ACRE election to be updated.
Year	Drop-down menu that lists the years available to be viewed or updated.	Select the applicable year. **Note:** **Only** the current year can be updated. All prior years will be displayed in view-only mode.
Submit	Displays the Select Election – Farm Search - Farm Selection Screen.	

--*

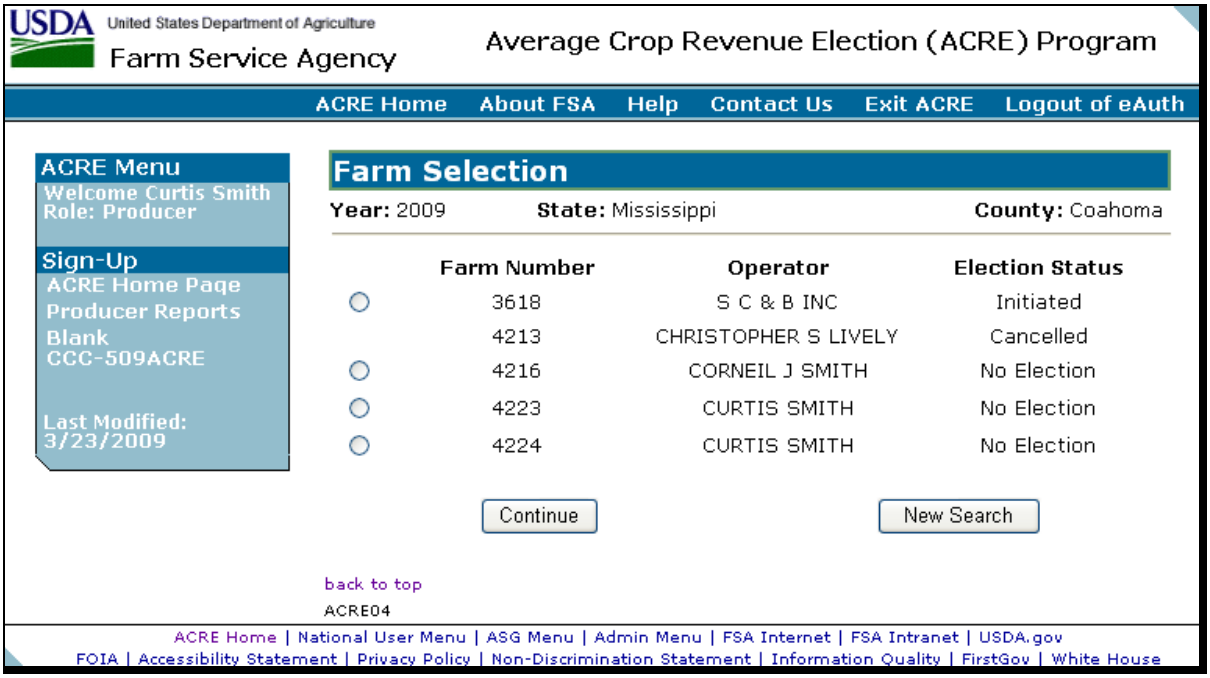
*--199 Select Election – Farm Search – Farm Selection

A Overview

The Select Election – Farm Search - Farm Selection Screen allows the producer to select the ACRE election to be viewed or updated.

B Select Election – Farm Search – Farm Selection Screen

Following is an example of the Select Election – Farm Search – Farm Selection Screen.



C Options

The following table provides the options that are available on the Select Election – Farm Search - Farm Selection Screen.

Button	Description
New Search	ACRE Program Election Screen will be displayed.
Continue	After selecting the applicable ACRE election to update, CLICK "**Continue**". **Only** 1 farm can be selected at a time. Producer Signatures Screen will be displayed; see paragraph 200.

--*

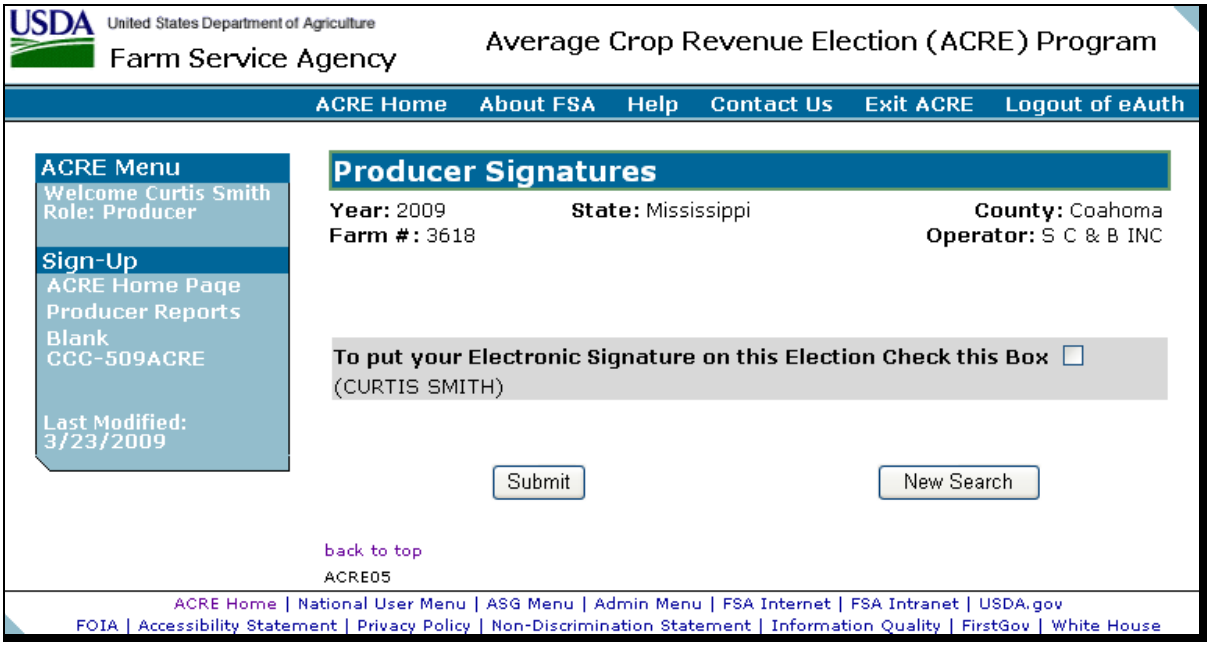
*--200 Producer Signatures

A Overview

The Producer Signatures Screen provides the producer with the ability to electronically sign the ACRE election.

B Producer Signatures Screen

Following is an example of the Producer Signatures Screen.



--*

***--200 Producer Signatures (Continued)**

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Producer Signatures Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm number as selected.	
Operator	Operator on farm selected.	
Electronic Signature	Allows producers to electronically sign the ACRE election.	CHECK (✓) "To put your Electronic Signature on this Election Check this Box", to electronically sign the ACRE election. **Note:** If unchecked, the ACRE election will **not** be considered electronically signed.
New Search	All actions are canceled. If data was **not** submitted, it will **not** be saved. Search by ACRE Election Program Screen will be displayed.	
Submit	Data is stored. Print screen is displayed. See paragraph 201.	

--*

***--200 Producer Signatures (Continued)**

D Producer Notification

If the producer CHECK (✓)'s the box to electronically sign the ACRE election and clicks "Submit", the producer will receive an automatic e-mail notification that the ACRE election has been received in the County Office. This automatic e-mail will be sent to the e-mail address on file in SCIMS.

Following is an example of the e-mail that will be received by the producer when the ACRE election is submitted:

"The 200X ACRE Election you submitted for farm number XXXXX through USDA eACRE has been received.

If you have any questions concerning this election, please contact the XXXXX County FSA Office. Please do not reply to this e-mail."

The producer will also receive an automatic e-mail notification when an ACRE election that was electronically signed is approved by the County Office. This automatic e-mail will be sent to the e-mail address that is on file in SCIMS.

Following is an example of the e-mail that will be received by the producer when the electronically signed ACRE election is approved:

"The 200X ACRE Election you submitted for farm number XXXXX through USDA eACRE has been approved.

*If you have any questions concerning this election, please contact the XXXXX County FSA Office. Please do not reply to this e-mail."***--***

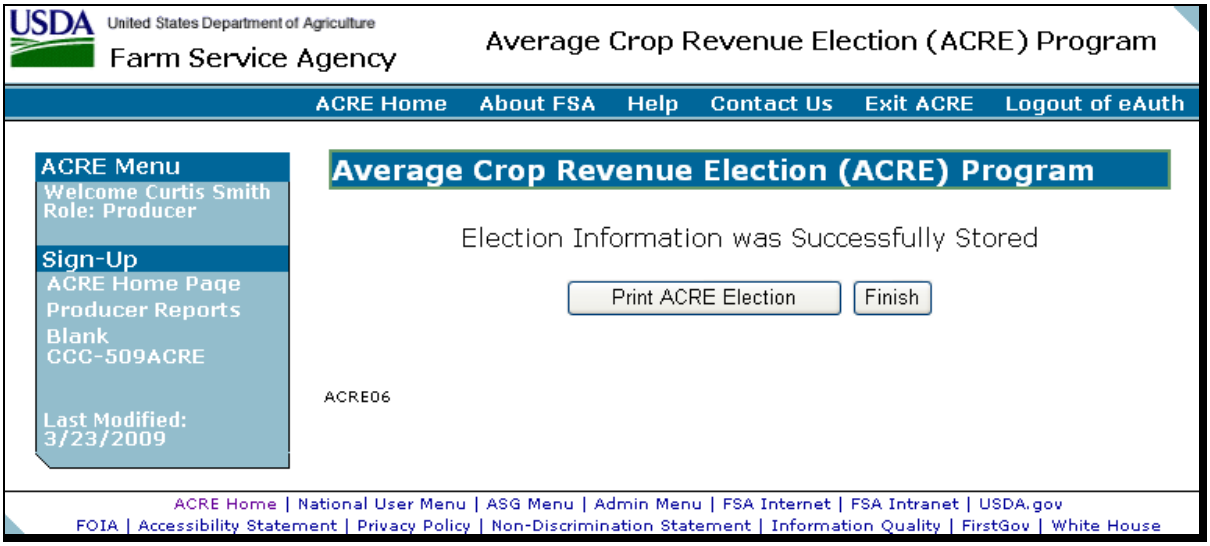
*--201 Printing

A Overview

The Print Screen will be displayed after an ACRE election is submitted.

B Print Screen

Following is an example of the Average Crop Revenue Election (ACRE) Program Print Screen.



C Actions

The Average Crop Revenue Election (ACRE) Program Print Screen provides the ability to print the CCC-509ACRE Report.

Note: The report will be displayed in Acrobat Reader and can be printed, if needed.**--***

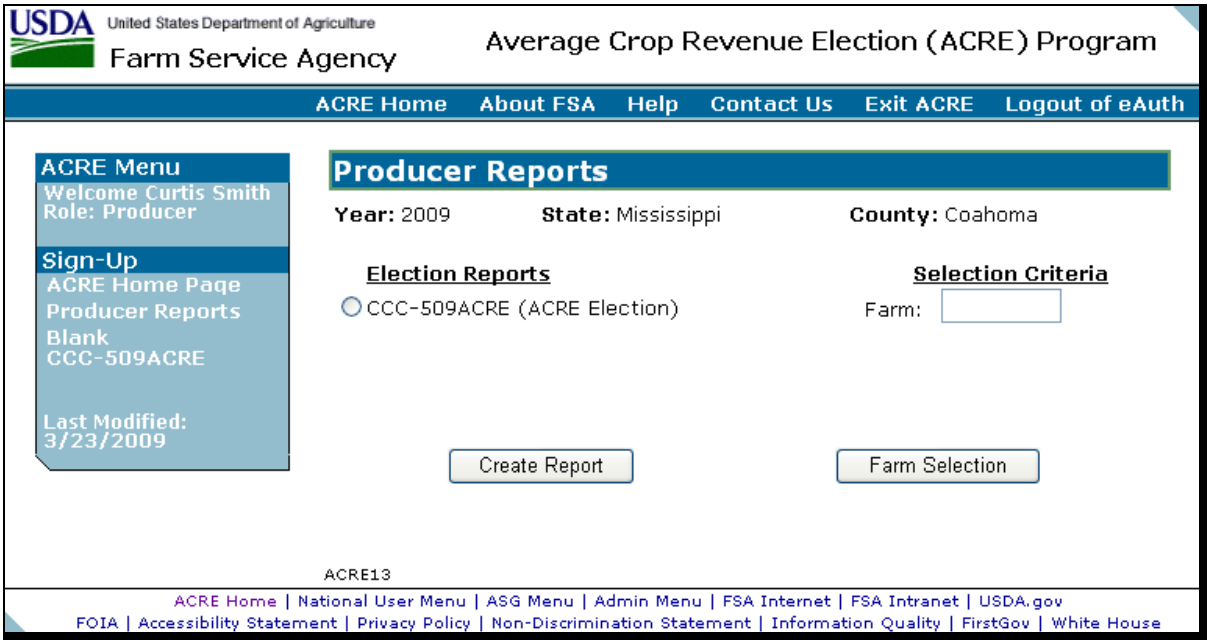
*--202 Producer Reports

A Overview

Several standard reports are available for producers to use as tools for ACRE election. To access the Producer Reports Menu, under "Sign-Up", CLICK "**Producer Reports**".

B Reports Screen

Following is an example of the Producer Reports Screen.



--*

***--202 Producer Reports (Continued)**

C Descriptions of Reports

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time. The report will be displayed in Acrobat Reader and can be printed, if needed.

Report	Action	Result
CCC-509ACRE (ACRE Election)	Select report and enter farm number.	Pre-filled CCC-509ACRE will be displayed.

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Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-509	Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract		Text, Ex. 2, 3
CCC-509 Appendix	Appendix to Form CCC-509, 2009-2012 Direct and Counter-Cyclical Program Contract		35, 48, 62, 63, Ex. 2, 3
CCC-509ACRE	Average Crop Revenue Election (ACRE) Program Irrevocable Election		Part 4
FSA-211	Power of Attorney		28, 31, 32, 168, 169,
FSA-578	Report of Acreage		35, 48

Note: CCC-509 Appendix is forthcoming.

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
ACRE	Average Crop Revenue Election Program	Text
CC	counter-cyclical	Text
eACRE	electronic ACRE	197, 200
eDCP	electronic DCP	61, 62, 67
FAV	fruit and vegetable	28, 38
OO	owner/operator	28, 34, 37, 70, 166, Ex. 2
OP	operator	Text, Ex. 2
OT	other producer	28, 30, 34, 70, 166
OW	owner	Text, Ex. 2
RLMS	Representative Link Manager System	Text
SCIMS	Service Center Information Management System	Text, Ex. 3

Redelegations of Authority

COC may redelegate authority to approve CCC-509's to CED, in routine cases.

Screen Index

The following screens are displayed in this handbook.

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